



Shire of Esperance

ORDINARY COUNCIL

TUESDAY 16 DECEMBER 2025

MINUTES

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

RECORDINGS

The Meeting will be live streamed. The recording will be made publicly available as soon as practical following the meeting.

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SHIRE OF ESPERANCE

MINUTES

ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS ON 16 December 2025. COMMENCING AT 4:00 PM

1. OFFICIAL OPENING

The Shire President declared the meeting open at 4:00pm and did an acknowledgement to country.

The Shire of Esperance acknowledges the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people who are the Traditional Custodians of this land and their continuing connection to land, waters and community. We pay our respects to Elders past, present and emerging and we extend that respect to other Aboriginal Australians today.

The President welcomed Councillors, staff, guests and members of the public to the meeting.

2. ATTENDANCE

Members

Pres. R Chambers	President	
Cr J Obourne	Deputy President	Town Ward
Cr G Johnston		Town Ward
Cr G McWilliam		Town Ward
Cr L de Haas		Town Ward
Cr W Graham		Rural Ward
Cr S Starcevich		Rural Ward
Cr G Harp		Town Ward
Cr C Davies		Town Ward

Shire Officers

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mr R Greive	Director External Services
Mrs F Baxter	Director Corporate & Community Services
Mrs C Hoffrichter	Executive Assistant
Ms S Harp	Senior Information Management Officer

Members of the Public & Press

Geoff Vivian	Media
Claire and David Mitchell	Item 12.1.1 Local Planning Scheme No. 24 - Amendment No. 12
Max Sculz	Observing

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

LEAVE OF ABSENCE

Moved: Cr Obourne
Seconded: Cr de Haas

O1225-088

Council Resolution

That Council accept the below leave of absence:

Cr Harp 24 December 2025 to 1 January 2026 inclusive.

Cr Starcevich 29 January 2026 to 5 February 2026 inclusive.

**CARRIED
F8 - A0**

*For: Cr McWilliam, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers*

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President made the following statement:

Our hearts go out to the Shire of Ravensthorpe with the loss of Mark Mudie in the recent fires, we all know how that feels. Ravensthorpe is my home town, I knew Mark he was an extremely wonderful gentleman he had his heart in the community, he was the Deputy Shire president in Ravensthorpe and was highly regarded and done a huge amount for the community. We just want to let the community know we are thinking of them. Thank you.

Cr Johnston arrived in the Chambers at 4:04pm

6. DECLARATION OF MEMBERS INTERESTS

6.1 Declarations of Financial Interests – Local Government Act Section 5.60a

Nil

6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

Nil

6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Cr de Haas declared an Impartiality Interest in Item 12.2.2 Esperance Sculpture Trail as she is a member of the steering committee

Cr de Haas declared an Impartiality Interest in Item 12.3.6 Lease Renewal – Old Sinclair House Museum Village as she leases a building in the Museum Village.

Cr Graham declared an Impartiality Interest in Item 12.1.1 Local Planning Scheme No. 24 - Amendment No. 12 on the basis that the modified control area crosses the land he farms which is opposite the area not next too.

Cr Starcevich declared an impartiality Interest in item 12.2.1 Salmon Gums Quarry MOU as she is the President of the Salmon Gums Development Group

Mr Walker declared an Impartiality Interest in Item 12.3.5 Lease Variation – Lot 500 Black Street – Multisports Pavilion as he is a member of the Esperance Hockey Association.

7. PUBLIC QUESTION TIME

Claire Mitchell thanked the Council for their time and consideration of the application and noted that they were available to answer any questions the Council may have

8. PUBLIC ADDRESSES / DEPUTATIONS

Nil

9. PETITIONS

Nil

10. CONFIRMATION OF MINUTES

Moved: Cr Starcevich
Seconded: Cr Harp

O1225-089

Council Resolution

That the Minutes of the Ordinary Council Meeting of the 25 November 2025 be confirmed as a true and correct record.

**CARRIED
F9 - A0**

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

11. DELEGATES' REPORTS WITHOUT DISCUSSION

Cr McWilliam

02 Dec	Attended Councillor Induction: Asset Management
02 Dec	Attended Councillor Induction: External Services
09 Dec	Attended Briefing Session with H&H Architects
15 Dec	Attended Castletown Primary School Graduation

Cr Johnston

06 Dec	Participated in Shire Stall at Edge of Bay – 10 th Anniversary
07 Dec	Served at the Seniors Christmas Dinner
12 Dec	Attended Esperance Primary School Graduation

Cr Davies

07 Dec	Served at the Seniors Christmas Dinner
09 Dec	Attended Briefing Session with H&H Architects

Cr de Haas

27 Nov	Met with Community Members regarding the Community Garden
04 Dec	Presented a Book Award at Nulsen Primary
06 Dec	Participated in Shire Stall at Edge of Bay – 10 th Anniversary
07 Dec	Served at the Seniors Christmas Dinner
09 Dec	Attended Audit Risk and improvement Committee Meeting
09 Dec	Attended Briefing Session with H&H Architects
09 Dec	Attended End of Year Sundowner between ECCI and Shire of Esperance
10 Dec	Presented a Book Award at Our Lady Star of the Sea
12 Dec	Attended Interagency Meeting

12 Dec Attended End of Year Event for Shire of Esperance
14 Dec Attended 9x5 Auction at the Cannery Arts Centre

Cr Starcevich

06 Dec Participated in Shire Stall at Edge of Bay – 10th Anniversary
07 Dec Served at the Seniors Christmas Dinner
09 Dec Attended Briefing Session with H&H Architects
12 Dec Attended Salmon Gums Primary School Graduation
12 Dec Attended End of Year Event for Shire of Esperance

Cr Harp

27 Nov Attended ECCI Business After Hours at Esperance Communications
02 Dec Attended Councillor Induction: Asset Management
02 Dec Attended Councillor Induction: External Services
07 Dec Served at the Seniors Christmas Dinner
09 Dec Attended Briefing Session with H&H Architects
09 Dec Attended End of Year Sundowner between ECCI and Shire of Esperance
12 Dec Attended End of Year Event for Shire of Esperance

Cr Graham

09 Dec Attended Briefing Session with H&H Architects
09 Dec Attended End of Year Sundowner between ECCI and Shire of Esperance
07 Dec Served at the Seniors Christmas Dinner

Cr Obourne

26 Nov Chaired Meeting for Citizen of the Year
02 Dec Attended Councillor Induction: Asset Management
02 Dec Attended Councillor Induction: External Services
06 Dec Participated in Shire Stall at Edge of Bay – 10th Anniversary
07 Dec Served at the Seniors Christmas Dinner
08 Dec Attended Esperance Anglican Community School Graduation Ceremony
09 Dec Attended End of Year Sundowner between ECCI and Shire of Esperance
12 Dec Attended End of Year Event for Shire of Esperance

Pres Chambers

26 Nov LEMC Meeting (unsure about this)
28 Nov WALGA State Council Induction
02 Dec Audit Exit Meeting
06 Dec Opened the Edge of Bay Festival and Participated in Shire Stall
06 Dec Attended SES Marine Rescue Function
07 Dec Served at the Seniors Christmas Dinner
09 Dec Attended Briefing Session with H&H Architects
09 Dec Attended End of Year Sundowner with ECCI and Shire of Esperance
10 Dec Met with Commander of the Army Cadets
12 Dec Attended the RCAWA Meeting via Zoom
12 Dec Attended the Shire End of Year Event and Presented the Neville Mulgat Award
12 Dec Attended the Munglinup Primary School Graduation
16 Dec Attended Esperance Senior High School Lower School Graduation

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Local Planning Scheme No. 24 - Amendment No. 12

Author/s Zoe Sheffield-van Mierlo Manager Development Services

Authorisor/s Roy Greive Director External Services

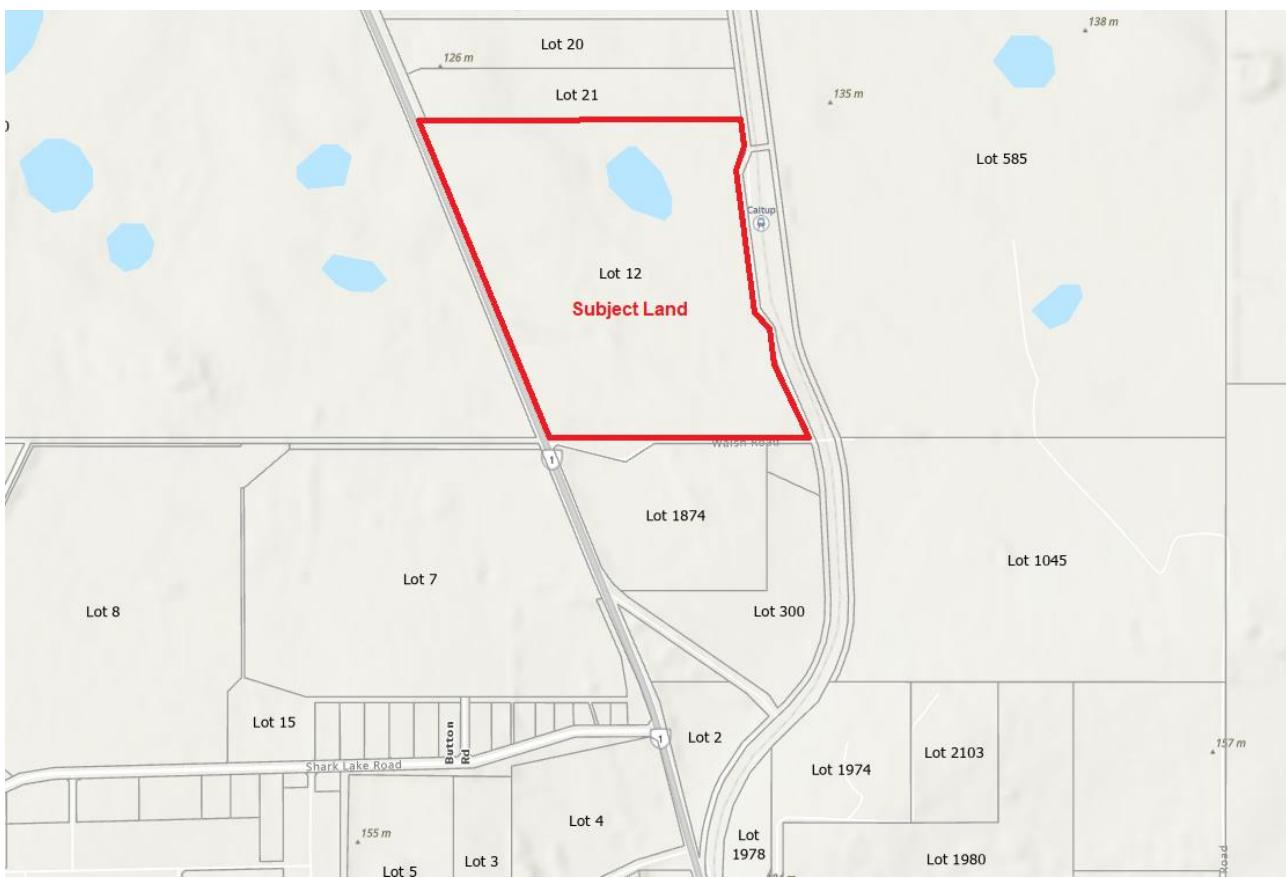
File Ref: D25/25853

Applicant

Edge Planning & Property on behalf of David and Claire Mitchell

Location/Address

Lot 12 (34551) Coolgardie-Esperance Highway, Myrup



Executive Summary

For Council to consider Amendment 12 to Local Planning Scheme No. 24 by incorporating various changes, including:

- Rezoning Lot 12 Coolgardie-Esperance Highway Myrup to Rural Smallholdings
- Applying an Additional Use
- Applying a Restricted Use
- Applying Special Provisions
- Modifying Special Control Area 3

Recommendation in Brief

That Council:

1. In pursuance of Section 75 of the Planning and Development Act 2005 amend Local Planning Scheme No. 24 by:
2. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
3. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light (‘D’ use)	As determined by the local government.

4. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie- Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

5. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie- Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

6. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
7. Amending the Scheme Map accordingly.
8. Determine that the amendment is standard under the provisions of regulation 35.(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
 - (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
 - (g) any other amendment that is not a standard or basic amendment.
9. Refer Amendment 12 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

Background

An application for a Scheme Amendment was received by the Shire of Esperance on 21 August 2025. Like any such document it is subjected to statutory review and review by Council as circumstances dictate.

The proposed modifications are as follows:

1. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
2. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

3. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

4. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

5. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
6. Amending the Scheme Map accordingly.

Officer's Comment

The following is a summary of the points contained with the amendment document and for the sake of clarity, should be read with Attachment A.

Rezoning Lot 12 Coolgardie-Esperance Highway Myrup from Rural to Rural Smallholdings

The proposal calls for the rezoning of Lot 12 (34551) Coolgardie-Esperance Highway, Myrup from Rural to Rural Smallholdings. The current rural zoning, what was formally termed Agriculture - General has been in place since zoning was first applied to the property.

Rural Smallholdings has previously been applied to the nearby Bunkerup Rural Smallholding precinct on the opposite side of the Shark Lake Industrial Park.

It is noted that the Local Planning Strategy does allow for subdivision of what was the old Lot 11 Coolgardie-Esperance Highway, Myrup (which includes the subject land) down to a minimum of 20 hectare lots as part of Precinct 40. This lot size would be considered more appropriate to a Rural Smallholdings zoned area.

Given the proximity and lot size provisions under the Local Planning Strategy, the rezoning of the land is considered to be appropriate and is supported by Planning Officers.

Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

Given the proximity of the subject land to the Shark Lake Industrial Park and the current shortage of industrial zoned land, allowance for use of the land for Industry – Light purposes is considered appropriate to allow for a mixed Rural Pursuit and Rural Industry area. This is supported by Planning Officers.

Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

Due to proximity to the abattoir, highway, railway and Shark Lake Industrial Park and the potential impact on future development from odour and noise, it is considered appropriate that use of the land for the purposes of Holiday House use is not permitted. This is supported by Planning Officers.

Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

The proposed RS4 special provisions are considered appropriate to ensure that future development and subdivision is consistent with the amendment and takes into account the presence of wetlands and potential noise impacts and can be supported.

Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.

Special Control Area 3B has previously been applied to the Rural Smallholdings zoned properties to the south of the Shark Lake Industrial Park (Bukenerup Rural Smallholdings area). It is considered appropriate that it also be applied to the proposed new rural smallholdings area and can be supported.

Amending the Scheme Map accordingly.

The scheme maps will need to be updated to reflect the new provisions. This is supported by Planning Officers.

Consultation

A 42 day advertising period applies for amendment which will commence upon receipt of comments from the EPA.

Financial Implications

Fees of \$11,500 have been paid in relation to this application. If any fees are unexpended at the time the amendment is Gazetted the unexpended fees are returned to the applicant.

Asset Management Implications

Nil

Statutory Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Scheme No. 24

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Built Environment

New developments that enhance the existing built environment

Encourage innovation and support new development

Environmental Considerations

Nil

Attachments

A12. Amendment 12 Documentation

Item: 12.1.1 Local Planning Scheme No. 24 - Amendment No. 12

Moved: Cr Obourne
Seconded: Cr Starcevich

O1225-090

Council Resolution

That Council:

1. In pursuance of Section 75 of the Planning and Development Act 2005 amend Local Planning Scheme No. 24 by:
2. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
3. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

4. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

5. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

6. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
7. Amending the Scheme Map accordingly.
8. Determine that the amendment is standard under the provisions of regulation 35.(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (g) any other amendment that is not a standard or basic amendment.

9. Refer Amendment 12 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers



**Shire of Esperance
Local Planning Scheme No. 24
Scheme Amendment No. 12**



Lot 12 Coolgardie-Esperance Highway, Myrup

Prepared by Edge Planning & Property for David & Claire Mitchell
edgeplanning.com.au
August 2025

PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME

SHIRE OF ESPERANCE LOCAL PLANNING SCHEME No. 24

AMENDMENT No. 12

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
2. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

3. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

4. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

5. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
6. Amending the Scheme Map accordingly.

Determines Amendment No.12 is a complex amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:

- An amendment that is not consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.

Dated this _____ day of _____ 20_____

Chief Executive Officer

Date

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ATTACHMENTS	
1	Certificate of Title
2	Location Plan
3	Context, Opportunities and Constraints Plan
4	Shark Lake Industrial Park
5	Amendment Site
6	Extract of Local Planning Strategy
7	Concept Subdivision Plan

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME		
1.	LOCAL GOVERNMENT:	Shire of Esperance
2.	DESCRIPTION OF LOCAL PLANNING SCHEME:	Local Planning Scheme No. 24
3.	TYPE OF SCHEME:	Local Planning Scheme
4.	SERIAL NUMBER OF AMENDMENT:	12
5.	PROPOSAL:	<ol style="list-style-type: none">1. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the Rural zone to the Rural Smallholdings zone.2. Amending Schedules 3, 4 and 9.3. Modifying Special Control Area 3A to 3B.

REPORT BY THE SHIRE OF ESPERANCE

1. INTRODUCTION

The Shire of Esperance seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to rezone Lot 12 Coolgardie-Esperance Highway, Myrup (the 'site') from 'Rural' to 'Rural Smallholdings'.

The Amendment seeks to create lots that are suitable for housing and employment (work/live) uses. Additionally, the Shire seeks to insert provisions into Schedule 3 – Additional Uses, Schedule 4 – Restricted Uses and Schedule 9 – Rural Smallholdings – Special Provisions along with modifying Special Control Area 3A to Special Control Area 3B.

The purpose of this report and associated plans are to explain the proposal and set out the planning merits of the Amendment which has considered the planning framework, site context, opportunities and constraints and the need for additional housing and employment near Esperance.

More detailed planning and investigations will occur at the subdivision application, development application and building permit stages.

2. BACKGROUND

2.1 Cadastral details

A copy of the Certificate of Title is provided in [Attachment 1](#). Cadastral details for the site are summarised below in [Table 1](#).

Table 1 – Cadastral Details	
Lot and address	Lot 12 Coolgardie-Esperance Highway, Myrup
Deposited Plan	72362
Volume/Folio	2795/390
Area	102.6921 hectares
Owner	David & Claire Mitchell

2.2 Regional context

The site is in the Shire of Esperance. Esperance is east-southeast of Perth and located 714 kilometres by road from Perth. Esperance is a regional centre in the Goldfields-Esperance Region. The town provides a range of services and facilities to residents and visitors.

2.3 Local context

The site is located approximately 14 kilometres north of the Esperance townsite in the Myrup locality (see [Attachment 2](#)).

The site adjoins and is near a range of uses including rural smallholdings, rural, CBH grain facility, the Shark Lake Industrial Park and community/recreation (speedway, motor cross club and pony club).

Attachment 3 shows the Context, Opportunities and Constraints Plan while **Attachment 4** shows the Shark Lake Industrial Park (source: <https://www.esperance.wa.gov.au/businesses/business-hub/shark-lake-industrial-park.aspx>)

The Shark Lake Industrial Park is south-west of the site. The industrial park contains 28 lots ranging in size from 3,166m² to 10.5 hectares. It contains the Horizon Power wind and solar farm, CBH's Shark Lake receival and storage facility, transport logistics and general industry. The CBH receival and storage facility is the closest portion of the industrial park to the amendment site. CBH have developed grain bunkers and a grain receival terminal. The remaining industrial land is well separated from the amendment site.

The Shark Lake Industrial Park is zoned 'General Industry'. The industrial park does not contain any heavy industry or uses requiring large separation distances.

The land immediately to the north of the site is zoned Rural and is used for rural living purposes. The WAPC in recent years granted subdivision approval and lots have been created for 4 lots all around 19.6 hectares in area. Given the lot size, the lots are essentially Rural Smallholdings in nature.

There is a telecommunications tower to the south of the site.

The remaining nearby land is generally broad hectare farming which is interspersed with various wetlands.

From a spatial perspective, the rezoning of the site will provide a logical extension to providing additional rural smallholdings lots near Esperance without causing adverse amenity impacts to the function of the Shark Lake Industrial Estate, agricultural operations or other nearby uses in the locality.

The proposed Rural Smallholdings zoning provides an appropriate transition use between the Shark Lake Industrial Park and agricultural operations.

2.4 Physical characteristics

The site is outlined in **Attachment 5** and has the following characteristics and features:

- The site is bounded by the Coolgardie-Esperance Highway to the west, rural smallholdings lots to the north, the Kalgoorlie to Esperance freight railway line to the east and Walsh Road to the south;
- It has an area of 102.6921 hectares;
- It is used for rural and rural living purposes;
- It contains a dwelling and various sheds;
- It is mostly cleared and used for broad hectare farming with remnant vegetation retained around two small wetlands;
- The site has a gentle gradient which slopes from approximately 88 metres AHD in the central and south-east sections to approximately 100 metres AHD in the north-west section;
- The Esperance Land Resource Survey, by the former Department of Agriculture, sets out that the site is predominantly within the Esperance sandplain system (Corinup series). The key landforms on the site are described as deep uniform sand on gently undulating plain. There is also a smaller area of saline wet soil associated with the wetlands; and
- It is not on the Department of Water and Environmental Regulation's Contaminated Site Database.

2.5 Existing services

2.5.1 Roads

The site adjoins the sealed Coolgardie-Esperance Highway and the constructed but unsealed Walsh Road. There is a crossover to the Coolgardie-Esperance Highway.

2.5.2 Drainage

The site generally drains towards the east. There is a slightly lower lying area in the central part of the site associated with the wetlands.

There are drainage swales within the Coolgardie-Esperance Highway and the Walsh Road reserves.

2.5.3 Water supply

The site is serviced by an on-site water supply.

2.5.4 Wastewater disposal

There is an existing on-site sewage disposal system.

2.5.5 Power and Telecommunications

Power and telephone services are currently available to the site. A high voltage distribution overhead power line dissects the site. The distribution line is proposed to be retained in-situ as an overhead line.

2.6 Heritage

The Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry System at <https://maps.daa.wa.gov.au/ahis/> reveals there are no Registered Aboriginal Sites applying to the subject land. While noting this, land developers have an obligation under the Aboriginal Heritage Act 1972 to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

Additionally, the site does not contain any structure or place of non-indigenous heritage significance on the Shire of Esperance Municipal Inventory (heritage survey) or on the Shire's Heritage List.



Photo1: Predominant site features

❖ LOT 12 COOLGARDIE-ESPERANCE HIGHWAY, MYRUP

3. PLANNING FRAMEWORK

3.1 Overview

The site and proposed rural smallholdings zoning are subject to a range of State Planning Policies, WAPC publications and bulletins, WAPC regional strategies, along with Environmental Protection Authority (EPA) bulletins, various Shire strategies and policies, along with the Shire of Esperance Local Planning Scheme No. 24 (LPS24).

The following section will outline how the Amendment suitably addresses relevant planning policies, strategies, plans and LPS24. These documents consider key planning, environmental, servicing and economic development matters. In summary, the Amendment is overall consistent with the planning framework.

3.2 State planning framework

3.2.1 Overview

The following strategies and policies are of relevance to the Amendment:

- State Planning Strategy 2050;
- State Planning Policy 1 State Planning Framework Policy;
- State Planning Policy 2 Environment and Natural Resources;
- State Planning Policy 2.5 Rural Planning;
- State Planning Policy No. 2.9 Water Resources;
- State Planning Policy No. 3 Urban Growth and Settlement;
- State Planning Policy 3.7 Bushfire;
- State Planning Policy 4.1 Industrial Interface;
- State Planning Policy 5.4 Road and Rail Noise;
- Planning for Bushfire Guidelines;
- Government Sewerage Policy; and
- EPA Guidance Statements including Guidance Statement 33 – Environmental Guidance for Planning and Development and Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses.

The Amendment is reviewed against some of these documents below.

3.2.2 State Planning Strategy 2050

The State Planning Strategy 2050 sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The vision (page 20) is:

'Sustained growth and prosperity

The vision of sustained growth and prosperity envisages a future where Western Australians enjoy high standards of living, improved public health and an excellent quality of life for present and future generations.'

Sustained growth (page 20) consists of:

- 'A diverse state; offering a diversity of ecosystems, landscapes, enterprises, people and cultures.'
- 'A liveable state; the place of choice for the brightest and best.'
- 'A connected state; as connected to the rest of the world as any other place.'
- 'A collaborative state; enabling alignments that progress the State's sustained growth and prosperity.'

The Strategy (page 20) seeks the following:

'By 2050, Western Australia will have a diverse range of interconnected and vibrant local communities and regional centres. The people in these communities will be healthy, resilient, active, prosperous, respectful of cultural difference and participate in the public domain.'

Standards of living will continue to be amongst the highest in the world. Improved connections and smarter technologies will enhance the State's ability to attract global and domestic investment capital where and when it is most needed.

A 'can do' attitude will prevail, inspiring new ways of thinking and working, which will deliver optimal outcomes for the economy and communities of Western Australia.'

The Strategy establishes objectives and a strategic approach in relation to economic development, physical infrastructure, social infrastructure, environment and security. The Strategy is the lead strategic planning document within Government which informs all other State, regional and local planning strategies, policies and approvals.

❖ LOT 12 COOLGARDIE-ESPERANCE HIGHWAY, MYRUP

The Amendment is consistent with the Strategy. This includes that it supports sustained growth, job creation and economic development, it promotes development near existing rural living areas and it promotes a range of housing opportunities.

3.2.3 State Planning Policy 1: State Planning Framework Policy

The Policy applies to all land within Western Australia. It is an amalgamation of all planning policies, strategies and guidelines that provide direction on the form and methods of growth and development throughout the State. It identifies that the primary aim of planning is to provide for the sustainable use and development of land.

The Amendment is consistent with the Policy including providing for the sustainable use and development of land.

3.2.4 State Planning Policy 2: Environment and Natural Resources Policy

The Policy defines the principles and considerations that represent good and responsible planning, in terms of environment and natural resource issues, within the framework of the State Planning Strategy. The Policy is supplemented by more detailed planning policies on particular natural resources matters that require additional information and guidance.

The Amendment and the Concept Subdivision Plan (**Attachment 7**) have taken into account the environmental and natural resource assets of the site. This includes providing a large 51.83 hectare lot containing the larger eastern wetland which will be revegetated and fenced.

3.2.5 State Planning Policy 2.5: Rural Planning

State Planning Policy 2.5: Rural Planning (SPP 2.5) provides guidance in relation to establishing rural living precincts. Rural living proposals, on rural land, may be supported where they comply with the objectives and requirements of SPP 2.5.

This Policy applies to rural and rural living land in Western Australia. Objectives of the Policy include to 'promote sustainable settlement in, and adjacent to, existing

urban areas' and to 'avoid and minimise land use conflicts'.

The Policy sets out that rural smallholdings lots have a minimum lot size of 4 hectares.

The following policy provisions from section 5.3 apply for rural living proposals. The Amendment is assessed against these provisions in **Table 2**.

Table 2 – Assessment of Amendment Request against SPP2.5

Provisions	Comment
(a) rural living proposals shall not be supported where they conflict with the objectives of this policy or do not meet the criteria listed at 5.3 (b) and (c);	The Amendment is generally consistent with SPP2.5 objectives and section 5.3 (b) and (c) other than the site is not included within a rural living precinct in an endorsed Local Planning Strategy (LPS). While the LPS identifies other nearby land for rural living, the Amendment site is allocated as 'Rural' due to the Shark Lake Industrial Park Special Control Area (SCA) - 1km buffer.
(b) the rural living precinct must be part of a settlement hierarchy established in an endorsed planning strategy;	Does not comply. As outlined above, the site is allocated as 'Rural' in LPS and is within the Shark Lake Industrial Park SCA. There are however nearby rural living precincts to the north, south and southwest.
(c) the planning requirements for rural living precincts are that: <ul style="list-style-type: none"> i. the land be adjacent to, adjoining or close to existing urban areas with access to services, facilities and amenities; ii. the proposal will not conflict with the primary production of nearby land, or reduce its potential; iii. areas required for priority agricultural land are avoided; iv. the extent of proposed settlement is guided by existing land supply, take- up, dwelling commencements and population projections; v. areas required for urban expansion are avoided; vi. where a reticulated supply is demonstrated to not be available, or the individual lots are greater than four hectares, the WAPC may consider a fit-for-purpose domestic potable water supply, which includes water for firefighting. The supply must be demonstrated, sustainable and consistent with the standards for water and health; or vii. the precinct can be serviced by electricity, provided by a licenced service provider, and this has been demonstrated; viii. the precinct has reasonable access to community facilities, particularly education, health and recreation. ix. the land is predominantly cleared of remnant vegetation, or the loss of remnant vegetation through clearing for building envelopes, bushfire protection and fencing is minimal and environmental values are not compromised; x. the proposal will achieve improved environmental and landscape outcomes and a reduction in nutrient export in the context of the soil and total water management cycle, which may include rehabilitation as appropriate; xi. the land is capable of supporting the development of dwellings and associated infrastructure (including waste water and keeping of stock) and is not located in a floodway or area prone to seasonal inundation; xii. the land is not subject to a separation distance or buffer from an adjoining land use; or if it is, that no sensitive land uses be permitted in the area of impact; xiii. the lots can be serviced by constructed road/s capable of providing access during all weather conditions, including access and egress for emergency purposes; and xiv. bushfire risk can be minimised and managed in accordance with State policy, without adversely affecting the natural environment. Proposals in areas of extreme bushfire risk cannot proceed. 	Comply. The site adjoins rural living land and is appropriately serviced. Further details are outlined in this report. Relevant matters can be addressed in greater detail at the subdivision stage.
(d) development standards for rural living zones are to be included in local planning schemes;	Comply, expected to be a reduction of nutrients compared to current farming practices. Revegetation is proposed near the wetlands and in other parts of the site.
(e) further subdivision of existing rural living lots into smaller parcels is not supported, unless provided for in a local planning strategy and/or scheme; and	Comply, most of the site is not constrained. The building envelopes assist to focus development in appropriate locations. The landform is similar to nearby rural living areas.
(f) rural strata proposals with a residential component are considered to be rural living and will be considered in accordance with the criteria listed at 5.3 (a), (b) and (c) of this policy.	Comply, the Amendment proposes changes to the Shark Lake Industrial Park SCA to ensure consistency with nearby rural smallholdings zoned land.
	Comply. The site adjoins two constructed roads.
	Comply. Building envelopes are located outside of the bushfire prone area. The Concept Subdivision Plan proposes an emergency access way.
	Comply through existing and proposed scheme provisions.
	Noted. The Concept Subdivision Plan sets out lot sizes between 4 – 51.83 hectares.
	Not applicable

3.2.6 State Planning Policy 2.9: Water Resources

The Policy supports an integrated approach, taking account of the total water cycle management, supporting water sensitive urban design principles and provides guidance on appropriate buffers to watercourses and waterways.

The Amendment proposes rural smallholdings lots between 4 – 51.83 hectares. Given the generous lot sizes, there are minimal water impacts and stormwater risks. A water sensitive urban design, consistent with the Policy, can be addressed at the subdivision and development stages. It is expected this will focus on mitigating impacts to the wetlands.

3.2.7 State Planning Policy No. 3: Urban Growth and Settlement

This Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. In summary, the Policy objectives are to:

- Promote a sustainable settlement pattern including providing sufficient and suitable land for a wide variety of housing;
- Build on existing communities with established services and infrastructure and to promote local economies;
- Address environmental, heritage and community considerations;
- Promote accessibility, housing choice and an identifiable sense of place; and
- Ensure appropriate servicing which is provided in an efficient manner.

The Policy sets out requirements for sustainable communities. This includes using land efficiently, convenient access to employment, retail and community facilities, quality design, addressing environmental considerations and supporting a positive planning framework which seeks to facilitate and promote quality development.

The consolidation and expansion of existing settlements and precincts is preferred to the development of new settlements. Given the site adjoins rural living areas and is near land zoned Rural Smallholdings, the Amendment addresses the Policy objectives and is accordingly generally consistent with the Policy.

3.2.8 State Planning Policy No. 3.7: Bushfire

Only a small portion of the site is classified as a Bushfire Prone Area as outlined in **Figure 1**.



Figure 1 (Source: Locate SLIP)

The Concept Subdivision Plan proposes building envelopes located outside of the bushfire prone area. Accordingly, there is no requirement to prepare a Bushfire Management Plan.

The Amendment addresses State Planning Policy 3.7 Bushfire and the *Planning for Bushfire Guidelines (2024)*. A range of measures will assist to lower bushfire risks including Asset Protection Zones around dwellings and multiple access/escape routes.

Subdivision/development on the site will meet the Guidelines' acceptable solutions for:

- Element 1 - Location;
- Element 2 - Siting and Design;
- Element 3 - Vehicular Access; and
- Element 4 – Water Supply.

The bushfire hazard level is low for nearly all of the site. Future development in the building envelopes can achieve a BAL rating of BAL-29 or lower. Accordingly, bushfire risks can be appropriately managed within acceptable limits. Vehicular access and egress will be provided via two access routes. The Concept Subdivision Plan proposes an emergency access way.

3.2.9 State Planning Policy 4.1: Industrial Interface

This Policy was adopted in July 2022. The main purpose is to prevent conflict between industrial and sensitive land uses. The Policy provides a framework to manage sensitive land uses and outlines that the type and location of sensitive land uses, in the surrounding compatible zones of a General

Industry zone, should be contemplated on a case by case basis.

As outlined in this report, there are sound planning reasons to modify Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B. This includes that established nearby uses in the industrial park, including the CBH facility, are compatible with proposed rural smallholdings uses on the amendment site.

3.2.10 State Planning Policy 5.4: Road and Rail Noise

The Policy aims to minimise noise impacts on sensitive land uses and discusses measures to ensure road and rail noise is considered in the planning process. Generic setback distances from identified road and rail infrastructure are considered together with noise attenuation measures that can be established to mitigate noise to sensitive land uses.

There are noise impacts from the adjoining Coolgardie-Esperance Highway (a State Freight Route) and the Kalgoorlie to Esperance freight railway line on parts of the site. In particular, portions of the site are within the 'trigger' distance due to road and rail freight noise (see **Attachment 3** and **Figure 2**).



Figure 2 (Source: Landgate Locate)

The trigger distance area is outlined at <https://espatial.dplh.wa.gov.au/PlanWA/index.html?viewer=PlanWA> and shown in **Figure 2**.

As outlined in section 5.5 of this report, relevant considerations with SPP 5.4 can be suitably addressed. Other noise considerations are also considered in section 5.5 of this report.

3.2.11 Operational Policy 1.1 Subdivision of Land – General Principles

This Policy sets out the general principles used by the WAPC in determining subdivision applications. It indicates the WAPC's basic requirements for the creation of new lots. The Amendment is consistent with the Policy objectives.

3.2.12 DC Policy 3.4: Subdivision of Rural Land

DC 3.4 is an operational policy which complements SPP 2.5. The Policy sets out the principles which are used by the WAPC in determining applications for the subdivision of rural land.

The Policy sets out that there is a presumption against the subdivision of rural land. There are however various exceptions to this, including where the application is specifically provided for in a Local Planning Scheme or in a Local Planning Strategy.

This Amendment proposes to zone the site as 'Rural Smallholdings'. Rezoning the site will ensure compliance with DC 3.4. **Attachment 7** set out the Concept Subdivision Plan.

3.2.13 Visual Landscape Planning in Western Australia Manual

This manual sets out principles and guidelines for the location, siting and design of buildings, structures and new planting. Page 3 states 'The aim should be to accommodate change while maintaining and, where possible, enhancing the quality of our landscapes.'

While noting the site can be viewed from parts of the Coolgardie-Esperance Highway, the Amendment suitably addresses the manual including through proposed revegetation adjoining Coolgardie-Esperance Highway. Landscape enhancement is considered in section 5.4.

3.3 Regional planning framework

3.3.1 Goldfields-Esperance Regional Planning and Infrastructure Framework

The Framework supports a diverse and adaptive economy and supporting population growth. The Framework identifies Esperance as a 'Regional Centre'. Regional centres provide services and facilities for the local community and the rural population in their hinterland.

The Framework's vision is expressed through objectives and an agreed strategic direction for economic growth, population and sustainable settlements, transport, community infrastructure, essential services, natural assets, and culture, heritage and visual landscape. There is also a list of regional planning initiatives, a list of committed projects, a list of anticipated directions for regional infrastructure, and a framework map.

The Framework highlights there are opportunities for in-migration including to support resource projects, tourism and the service sector.

The Framework highlights that Esperance's population is expected to grow. The Framework promotes the efficient use of land, promotes development in or near existing communities, and promotes a mix of lot sizes and dwelling types.

The Framework promotes development in or near existing communities. Accordingly, the Amendment is consistent with the Framework.

3.3.2 Goldfields-Esperance Regional Investment Blueprint

The Blueprint establishes priorities for economic development and growth of the region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint supports growing the region's population, promoting a vibrant economy and growing the economy. The Amendment is consistent with the Blueprint.

3.4 Local planning framework

3.4.1 Shire of Esperance Local Planning Strategy

The Shire of Esperance Local Planning Strategy (LPS) guides the vision and long term land use planning direction for the district.

The site is located in Precinct 40 – Shark Lake. The precinct is generally identified for industrial purposes and an acknowledgment of the buffer requirements to the Industrial Park whilst respecting wetlands of significance. The site is within the Shark Lake

Industrial Park Special Control Area (SCA) - 1km buffer. As a result, the site is allocated as 'Rural'. An extract of the LPS is outlined in **Attachment 6** (Plan 2 – Esperance Surrounds).

The requested Rural Smallholdings zoning is currently inconsistent with the LPS. In support, the Amendment proposes to retain the Shark Lake Industrial Park SCA over the site, but change the planning rules in the Shire of Esperance Local Planning Scheme No. 24 from SCA Area 3A to SCA 3B. This includes that established nearby uses in the industrial park, including the CBH facility, are compatible with proposed rural smallholdings uses on the amendment site.

The LPS strategies for Precinct 40 are:

- Ensure that development takes into account the Lake Warden Catchment Recovery Area and other significant wetland catchments.
- Encourage the development of the precinct in a manner that recognises the environmental opportunities and constraints.
- Ensure that the Shark Lake Industrial Park has a primary purpose of accommodating storage for the Esperance Port (grain, mining and forestry products), downstream processing and associated industries that may arise from the mining, grain and stock handling, forestry and agriculture industries. Other industrial uses not able to be accommodated within the General Industrial zones within the Esperance townsite could also be located on the site.
- Ensure that appropriate buffers are established to protect the operation of the Shark Lake Industrial Park.
- Explore the possibility of dedicated bulk storage land uses on lots between the Coolgardie-Esperance Highway and the Railway.
- If studies show that all or part of the Shark Lake Industrial Park is unable to be developed, options may be investigated to amend the Shark Lake Industrial Park and the associated Special Control Area.

Whilst the Shark Lake Industrial Park has been partly developed (and developed near the amendment site through the CBH facility),

the nature of this development warrants an amendment to the buffer area.

The Amendment proposes that the site be rezoned to Rural Smallholdings. The Amendment addresses the following objectives for Rural Living (LPS section 6.5):

- To provide for rural living in proximity to Esperance, whilst providing for different rural pursuits or lifestyles (consistent with SPP 2.5).
- To provide for sustainable development that preserves and enhances the environment and natural resources.
- To ensure that this type of development does not have an adverse impact on the logical growth of the Esperance townsite.
- To protect sustainable agricultural production by avoiding conflict with rural land use activity or reduce primary production potential of nearby or adjoining land.
- The extent of proposed rural living settlement is guided by existing land supply, demand and population projections.

The Amendment also addresses Strategy C for Rural Living which states 'Support the development of rural smallholdings to the north and east of the town taking into account the need to protect flood prone land and floodplains from development.' The building envelopes are not located on flood prone land and the site is not located within a floodplain.

3.4.2 Shire of Esperance Local Planning Scheme No. 24

The site has layers of planning controls in the *Shire of Esperance Local Planning Scheme No. 24 (LPS24)* that includes:

- A 'base' zone of Rural.
- SCA 5 – P3 – Wetlands of Significance and Lake Warden Recovery Catchment Special Control Area. The purpose of SCA 5 is to provide guidance for land use and development within the catchments of wetlands of significance (RAMSAR Wetlands). This requires the referral of applications to the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Water Environment and Regulation (DWER).

- SCA 8B – Esperance Airport Special Control Area that protects the flight paths to the Esperance Airport near Gibson and imposes a 15m height restriction on development.
- SCA 11 – Modified Sewage Sensitive Areas Special Control Area - a portion of the site is located within an identified sewage sensitive area. Development is governed by the Scheme and the *Government Sewerage Policy* with controls over minimum lot sizes and the nature of permitted effluent disposal systems.
- SCA 3A – Shark Lake Industrial Park Special Control Area which is the buffer established around the Shark Lake Industrial Park that essentially creates a presumption against the construction of single houses and other sensitive land uses.

The purpose of SCA 3A is:

'To provide guidance for land use and development within proximity to the Shark Lake Industrial Park.'

The objectives of SCA 3A are:

- (i) identify land which may be affected by emissions such as odour, noise, vibration and light from Shark Lake Industrial Park;
- (ii) ensure that the use and development of land is compatible with the proposed future use and development within the Shark Lake Industrial Park;
- (iii) minimise impacts on residential and other sensitive uses from emissions such as odour, noise, vibration and light from the Shark Lake Industrial Park; and
- (iv) minimise the risk of adverse impact on the RAMSAR listed Lake Warden wetland system and the Shark Lake Nature Reserve.'

Significantly, SCA 3A states there is a 'general presumption against the construction of single houses and other sensitive uses in SCA 3A. This provision has served to substantially blight the development potential of the site.

Land to the north, east, south and west of the site is zoned 'Rural' while land to the south-west is zoned 'General Industry'. There

is a Public Open Space Reserve and Government Services Reserve to the south-east.

Coolgardie-Esperance Highway is reserved as a 'Primary Distributor Road', while the railway line is reserved as 'Railways'.

The current LPS24 zonings and reservations relating to the site and adjoining land are shown on the Existing Scheme Map.

Sections of LPS24 relevant to the Amendment include:

- Clause 9 - Aims of the Scheme include to 'Ensure there is sufficient and sustainable supply of serviced and suitable land for housing, commercial activities' and 'protect and enhance the environment and natural resources, including waterways and wetlands';
- Table 3 outlines zone objectives. The objective for the Rural Smallholdings zone includes to provide lot sizes in the range of 4ha to 40ha;
- Table 4 – Zoning Table – the Amendment supports the range of uses in the Rural Smallholdings with the exception of restricting the use of 'holiday house' and adding the use of 'industry-light';
- Schedule 1 – provisions 4, 5, 17, 19, 33 and 37;
- Schedule 2 – Special Control Areas;
- Schedule 3 – Additional Uses;
- Schedule 4 – Restricted Uses;
- Schedule 5 – Development Provisions by Zone; and
- Schedule 9 – Rural Smallholdings – Special Provisions: the Amendment proposes site specific provisions for Rural Smallholdings Area No. 4 (RS4).

The Amendment proposes to rezone the site from 'Rural' to 'Rural Smallholdings' to create lots that are suitable for housing and employment (work/live) uses. Additionally, the Amendment proposes to insert provisions into Schedule 3 – Additional Uses, Schedule 4 – Restricted Uses and Schedule 9 – Rural Smallholdings – Special Provisions along with modifying Special Control Area 3A to Special Control Area 3B.

Given the above, the Amendment is consistent with LPS4 aims, objectives and future development can achieve required standards. The Amendment will assist to

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create an appropriate interface zoning between the Shark Lake Industrial Park and agricultural uses.

3.4.3 Local Planning Policies

The Council has endorsed several Local Planning Policies. There are no policies that relate directly to the Amendment. Of note, is the *Shark Lake Industrial Park Design & Development Guidelines*. Various policies are of relevance to the future use and development of the site including outbuildings and signs.

3.4.4 Shire of Esperance Council Plan 2022-2032

The Council Plan sets the community's vision for the future and is the principal strategic guide for the Council's future planning and activities. The vision is:

'Esperance, together we make it happen.'

The vision is supported by core performance areas of people, planet, place, prosperity and performance. The Amendment is consistent with the vision, aspirations, objectives and outcomes of the Council Plan.



Photo 2: CBH facility viewed from Coolgardie-Esperance Highway

3.5 Planning framework implications for Amendment

Common themes of the policies, strategies, plans and LPS24 and their implications for the Amendment include:

- Addressing land use compatibility;
- Promoting rural living, including rural smallholdings in appropriate locations;
- Support for a variety of housing and employment land;
- Ensuring that key environmental assets are conserved or enhanced;
- Addressing bushfire risk;
- Appropriate servicing including addressing stormwater management;
- A requirement for sustainable and quality design;
- Addressing landscape impact; and
- Supporting local communities and local economies.

Based on the above, the Amendment is overall consistent with the planning framework and is consistent with the principles of orderly and proper planning. In particular, the Amendment promotes a sustainable settlement pattern as it builds onto a regional centre and adjoins an established rural living precinct, environmental assets will be enhanced and the subdivision/development will be appropriately serviced.

4. AMENDMENT PROPOSAL

4.1 Proposed scheme amendment

The Amendment proposes to rezone the site from the 'Rural' zone to the 'Rural Smallholdings' zone, amend Schedules 3, 4 and 9 of the LPS24 text and amend Special Control Area 3A to 3B.

The Amendment seeks to apply the same Special Control Area provisions and base Rural Smallholdings zoning to the site as apply elsewhere in the buffer area of the Shark Lake Industrial Park. In particular, the Amendment proposes to amend the Shark Lake Industrial Park from SCA 3B to SCA 3A over the site. This will then facilitate the subdivision and development of additional work-live lots and more accurately reflect the nature of the buffer area to the Shark Lake Industrial Park.

4.2 Scheme provisions

The proposed rural smallholdings subdivision/development and land use will be controlled by existing and proposed LPS24 provisions. The Amendment proposes to amend Schedules 3, 4 and 9 of the LPS24 text through:

- Schedule 3 – Additional Uses: inserting an Additional Use of Industry-Light;
- Schedule 4 – Restricted Uses: by inserting a Restricted Use of Holiday House; and
- Schedule 9 – Rural Smallholdings – Special Provisions, adding the following for Rural Smallholdings Zone No. 4 (RS4) as follows:
 1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.
 2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.
 3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

The Amendment will facilitate work/live opportunities, address subdivision, development, land use and purchaser notification considerations.

4.3 Concept subdivision plan

The WAPC has confirmed there is no requirement to prepare a Structure Plan for the site.

In support of the Amendment, a Concept Subdivision Plan is provided in **Attachment 7** to guide future subdivision and development. The purpose of the Concept Subdivision Plan is to provide for the orderly and proper planning of the site in terms of land use, servicing, siting of development, environmental enhancement, and address the planning framework.

The Concept Subdivision Plan has considered the site's context, including adjoining and nearby land uses, servicing, environmental assets and landscape considerations.

The Concept Subdivision Plan responds to the site's context, opportunities and constraints, and the planning framework. In particular, key planning and design considerations include:

- Addressing land use compatibility;
- Providing setbacks from the Coolgardie-Esperance Highway and railway line;
- Where possible, minimising access to Coolgardie-Esperance Highway to satisfy Shire and Main Roads Western Australia requirements; and
- Providing building envelopes that are capable/suitable of accommodating a dwelling and on-site wastewater.

The Concept Subdivision Plan addresses key development considerations for the site and outlines:

- Building envelopes to address matters such as land use compatibility, setbacks from Coolgardie-Esperance Highway and railway and setbacks for on-site sewage disposal from the wetlands. The building envelopes are located outside of the bushfire prone area;
- Provision of 10 lots with any new lot to be least 4 hectares in area. A range of lot sizes will be provided with Lot F around 51.83 hectares;
- Proposed revegetation near the wetlands and adjoining Coolgardie-Esperance Highway;

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- Vehicle access/crossovers for Lots 'A' to 'D' are shared from Coolgardie-Esperance Highway, the crossover to Lots 'E' and 'F' are from the Coolgardie-Esperance Highway, while access to Lots 'G' to 'J' are via Walsh Road; and
- Most proposed lots are regular shaped, have generous frontages and have generous areas to treat and dispose of wastewater on-site.

The building envelopes will ensure that future development has no impact on native vegetation, avoids areas which are subject to seasonal inundation, addresses on-site sewage disposal and provides for appropriate bushfire mitigation.

It is intended to create lots where people can work and live. In particular to develop hobby farms plus the ability to develop industry-light and other employment uses on the same lot. Approval and creation of the lots will meet some of the demand for industrial land near Esperance and will provide an affordable alternative for people wishing to develop a industry-light business.

4.4 Future servicing and more detailed planning

Future lots and development will be appropriately serviced in accordance with Shire, WAPC and other government agency requirements. This includes for on-site sewage disposal, stormwater management and underground power (other than the high voltage distribution overhead line and poles to remain in-situ). Further details are outlined in later sections of this report, with more detailed planning and investigations to occur at the subdivision, development application and building permit stages.



Photo 3: Wetland in north-east section

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes and the planning framework in considering key planning considerations and justifying the requested zoning of Lot 12 Coolgardie-Esperance Highway, Myrup from 'Rural' to 'Rural Smallholdings'.

The Amendment seeks to apply more realistic industrial buffer zoning controls and to allow for more intensive development of the site. Accepting the logic for a change of the Shark Lake Industrial Park SCA from SCA 3A to SCA 3B leads to a request for Council to consider a change to the base zoning to Rural Smallholdings. This Rural Smallholdings zone allows for the creation of lots in a manner that responds to the site's context, opportunities and constraints. In support, a Concept Subdivision Plan has been prepared (**Attachment 7**).

In addition to other matters raised in this report, the change of base zoning to Rural Smallholdings is justified to address clause 16(2) of LPS24:

- To provide for lot sizes in the range of 4ha to over 40ha;
- To provide for appropriate rural and non-rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land; and
- To conserve and enhance environmental assets including revegetating wetlands and other parts of the site.

The proposed Rural Smallholdings zone would, subject to obtaining approvals from the Shire, permit land uses including Single House, Rural Home Business, Industry-Cottage, Industry-Light, Rural Pursuit and Transport Depot, all approved at the Shire's discretion against the criteria established through the SCA provisions. All of these uses would be compatible with the buffer requirements to the Shark Lake Industrial Park given the nature of its development. The land immediately to the north of the site is zoned Rural. The WAPC recently granted

approval to 4 rural living lots. The lots have been created and they are all around 19.6ha in area. The standard for Rural Smallholdings lots is between 4 and 40ha. There is already precedent for rural smallholding lots in this area in addition to zoned rural smallholding lots to the south and south-east of the Shark Lake Industrial Park.

Other considerations that are identified for the future subdivision/development of the site include the presence of wetlands and requirements for buffers to the highway and railway along with airport height restrictions. These matters can be appropriately accommodated through the site-responsive Concept Subdivision Plan and through existing and proposed LPS24 provisions.

5.2 Compatibility with adjoining and nearby land uses

5.2.1 Overview

A key planning requirement is separating potentially conflicting land uses. This section outlines how the Amendment is compatible with adjoining and nearby land uses.

EPA Guidance Statement No. 3 *Separation Distances between Industrial and Sensitive Land Uses* (2005) provides recommendations on separation distances for industrial and sensitive land uses. The purpose of EPA Guidance Statement No. 3 is to outline generic setback distances between industrial and sensitive land uses, in order to ensure that the impacts of industrial development do not adversely affect the amenity and enjoyment of sensitive land uses.

As stated on Page 2 of the EPA's Guidance Statement No. 3:

'In line with the requirements of the EP Act, it is necessary for individual industrial developers to take all reasonable and practicable measures to prevent or minimise emissions from their premises. It is generally expected that, through appropriate site layout, design of facilities, and the implementation of engineering and process controls, emissions from an individual industrial land use can be prevented from causing an adverse environmental impact beyond the

boundaries of the particular site or beyond the boundaries of an industrial estate.'

5.2.2 Shark Lake Industrial Park zoning and uses

The Shark Lake Industrial Park is zoned 'General Industry'. The LPS24 Zoning Table sets out that most permitted and discretionary uses have nil or modest off-site impacts. For instance, low-key uses include brewery, civic use, commercial vehicle parking, community purpose, dry cleaning premises/laundromat, funeral parlour, garden centre, industry, industry-light, marine filling station, motor vehicle, boat or caravan sales, motor vehicle repairs, motor vehicle wash, office, resource recovery centre, restricted premise, renewable energy facility (solar farm), road house, service station, telecommunications infrastructure, trade display, transport depot, veterinary clinic and warehouse/storage.

The potential uses with larger off-site impacts are abattoir, fuel depot, industry-extractive, and renewable energy facility (wind – due to noise). These uses would need to suitably address planning, environmental and servicing considerations and provide suitable separate distances to address the EPA Guidance Statement to existing sensitive uses.

There is no 'heavy' industry within the Shark Lake Industrial Park.

5.2.3 Shark Lake Industrial Park buffer

It is proposed to retain the Shark Lake Industrial Park buffer but to modify SCA 3A to SCA 3B over the Amendment site. The buffer rules are required to be amended in recognition of the development that has taken place in the Shark Lake Industrial Park and the lesser separation distances required to accommodate anticipated future development in the Shark Lake Industrial Park.

The development that has occurred within the Shark Lake Industrial Park has resulted in a lesser buffer than was originally envisioned. Uses within the buffer need to be reviewed and respond to a change in the buffer requirements.

The current zoning of the site is overly restrictive and does not align with the

Strategy recommendations for the area. Essentially, the Council is requested to treat Lot 12 the same as the land immediately to the south of the Shark Lake Industrial Park. This land is zoned Rural Smallholdings.

The Amendment proposes to bring this part of the Shark Lake Industrial Park buffer into alignment with other similar parts of the buffer area.

Special Control Area 3A (SCA 3A) was established when the Shark Lake Industrial Park was created. This industrial park was anticipated to be a general industry zone to accommodate larger impact industries with a need for substantial buffers. However, the developed uses have been low-key in nature and most uses have no or limited need for buffers.

This SCA 3B is an existing zone south of the industrial park that was created once the industrial part was established. All of the southern lots, which are zoned Rural Smallholdings (see **Attachment 3**) were quickly purchased and strongly held, offering a good lifestyle and amenity allowing a home, shed and small business all on the one title, approximate size of 8ha.

The Amendment proposes to allow for the development of the site in a similar fashion to the buffer area to the south of the Shark Lake Industrial Park. This area has SCA zoning controls for the industrial buffer area that permits single houses and rural home businesses. The base zoning here is Rural Smallholdings No. 3 that allows for subdivision down to 8 hectares in area subject to the preparation of a structure plan to guide future development and subdivision.

Significantly, the large section of the Shark Lake Industrial Park closest to the Amendment site has been developed with a CBH grain handling facility and a renewable energy facility, neither of which demand a substantial buffer.

The CBH facility is akin to one found in many rural towns and throughout the rural landscape in Western Australia where generally modest separation distances are provided, required and accepted.

A separation distance of approximately 250 metres is provided between the closest proposed future dwelling on the Amendment site (Lot G) and the CBH facility.

The renewable energy facility is a land use that is highly managed given its use forms part of Esperance's power supply. The offsite impacts are essentially noise impacts. The wind turbines are located over 1600 metres from the closest proposed building envelope on the site (see **Attachment 3**). Accordingly, the separation distance complies with WAPC Policy including Position Statement: Renewable Energy Facilities.

CBH and the renewable energy facility are unlikely to change much in their nature or how they operate. Accordingly, the need for the current limitations of the buffer in this portion of the Shark Lake Industrial Area is excessive.

The current SCA controls are unnecessary given the nature of the adjoining industrial development, that is not likely to change for many decades. As outlined in section 5.2.2 of this report, most permitted and discretionary uses in the General Industry zone have nil or modest off-site impacts.

The Amendment site is separated from the Shark Lake Industrial Park by the Coolgardie-Esperance Highway. The highway not only creates a physical barrier to the Industrial Park but the highway noise may give rise to higher noise levels than the existing land uses in the Industrial Park.

5.2.4 Compatibility with other uses

The proposed rural smallholdings use is compatible with adjoining and nearby land uses/development as outlined in **Attachment 3** and **Attachment 4**. The reasons include:

- The Amendment is compatible with rural living (rural smallholdings) lots to the north of the site;
- The noise impacts from the speedway and motor cross club are on an occasional basis for a short duration. The Amendment proposes a notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval;

- Suitable setbacks are provided to Coolgardie-Esperance Highway and the railway;
- Revegetation will occur adjoining the Coolgardie-Esperance Highway boundary. This will assist in conserving local amenity;
- There is land zoned in LPS24 as 'Rural Smallholdings' to the south of the Shark Lake Industrial Park; and
- The endorsed LPS recognises the existing and proposed co-existence of multiple land uses in the locality.

5.3 Suitability of the site for rural smallholdings use

The site is suitable to be rezoned to Rural Smallholdings to facilitate rural smallholdings subdivision/development. The reasons include:

- As outlined in section 3, various planning policies and strategies support rural smallholdings use in areas which are in close proximity to towns and rural living precincts. The site is near the Esperance townsite and accordingly is near the town's associated educational, medical, community, recreational and retail services;
- The site provides a suitable interface between the Shark Lake Industrial park and farms;
- It will be appropriately serviced in accordance with local government and State Government guidelines;
- It is gentle sloping land containing suitable soil types in the building envelopes for low density development;
- It is generally consistent with the planning framework and the site is located near the Esperance townsite;
- Development will be compatible with adjoining and surrounding land uses;
- Traffic impacts will be manageable, and traffic can readily be accommodated on Coolgardie-Esperance Highway and Walsh Road;
- The site has been previously cleared and it contains minimal environmental assets other than the wetlands. Key environmental assets can be suitably conserved and enhanced;
- There will be minimal environmental or landscape impacts;

- The site is not subject to heritage constraints nor is it located in a public drinking water source area;
- It assists to provide a variety of housing, employment and lifestyle choices near Esperance;
- The proposal will complement Esperance, increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided;
- It will not compromise the logical growth of the Esperance townsite; and
- The lots are capable and suitable of accommodating work/live uses.

Further details relating to the site's suitability for the rural smallholdings are outlined in this section and summarised in **Table 3**.

5.4 Landscape enhancement

The site and area are characterised by a mix of land uses including agricultural, rural industry (CBH facility), industrial, recreation and rural living. The site is typical of the area with broad acre farming uses. The site contains limited trees and shrubs other than near the wetlands.

The site is partly screened from Coolgardie-Esperance Highway by established vegetation in the road reserve.

Coolgardie-Esperance Highway is an important tourist route. Accordingly, there is a need to retain the 'rural' character in the western section of the site adjoining Coolgardie-Esperance Highway.

It is not intended that future development be invisible, but development will be sensitively integrated with the landscape. The Amendment and resulting subdivision/development will have minimal landscape impacts. The landscape impact of new development will be mitigated by measures including:

- Retaining existing native vegetation;
- Proposed replanting to enhance the amenity of the site. Revegetation will be undertaken at the subdivision stage particularly adjoining Coolgardie-Esperance Highway and near the wetlands;

- The zoning (minimum size of 4 hectares) will provide low density development;
- LPS24 provisions only permit only one house on each lot (grouped dwellings are not permitted). This is considered appropriate in the context of spaciousness and minimising visual impact; and
- Future dwellings/development will have significant setbacks from Coolgardie-Esperance Highway of at least 100 metres as outlined on the Concept Subdivision Plan.

The above measures adequately serve to maintain the desired landscape character for the locality.

5.5 Environmental impact

5.5.1 Overview

It is expected the Amendment and associated subdivision/development will have negligible environmental impacts for reasons including:

- The site has been cleared;
- Proposed revegetation adjoining the wetlands and Coolgardie-Esperance Highway;
- Most native vegetation is degraded due to past stocking. While noting this, the proposal is to revegetate near the wetlands and installing fencing;
- Building envelopes are well setback from the wetlands;
- There are additional opportunities for appropriate revegetation on portions of the site;
- Key environmental assets, including water resources, can be suitably addressed through appropriate servicing, design and management;
- The site is not within a public drinking water source area;
- There are appropriate setbacks between future building envelopes and Coolgardie-Esperance Highway and the railway line to reduce noise impacts to manageable levels;
- Site conditions are appropriate for on-site sewage disposal as evidenced by nearby rural living and rural smallholding lots;
- It will be appropriately serviced including that stormwater will be effectively managed;

- The site is not classified as a contaminated site by the Department of Water and Environmental Regulation; and
- It will be subject to subdivision and development conditions.

Subject to addressing subdivision and development conditions, future subdivision/development will result in minimal on-site or off-site environmental impacts.

There are no significant impediments to the future subdivision and development of this site.

5.5.2 Wetlands

There are wetlands in the western and north-east sections of the site. The wetlands are not on the Directory of Important Wetlands in Australia.

It is proposed that a Wetland Management Plan is prepared and implemented as a condition of subdivision approval (which is statutory backed through a proposed scheme provision). It is expected this will require fencing along with planting with local native species.

5.5.3 State Planning Policy 5.4 Road and Rail Noise

Further to section 3.2.10 of this report, *State Planning Policy 5.4 Road and Rail Noise* (SPP 5.4) relates to a portion of the site due to the Coolgardie-Esperance Highway and the railway line.

The requirements of SPP 5.4 are addressed through providing building envelopes at least 100m and generally hundreds of metres from Coolgardie-Esperance Highway and at least 144m and generally hundreds of metres from the railway line. Based on Table 5 of the Road and Noise Guidelines, future dwellings will achieve a target noise of 55dB outdoor during the day.

Based on Table 2 of the Guidelines, no further measures are required for noise sensitive development associated with road traffic noise. At the subdivision stage, there may be a need to include a notification on the title for the lots.

The Concept Subdivision Plan addresses provision 5 in Schedule 1 of LPS24 with

❖ **LOT 12 COOLGARDIE-ESPERANCE HIGHWAY, MYRUP**

development to be setback at least 100m from the Coolgardie-Esperance Highway and from the railway line.

The noise impacts from the speedway and motor cross club are on an occasional basis for a short duration. The Amendment proposes a notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

Based on Shire advice, a noise assessment is not required to support this Amendment request.

5.6 Land capability assessment

Based on regional soil mapping, existing development on the site and the proposed generous lot sizes (4 hectares minimum), there is expected to be minimal constraints to accommodate low density development.

The site is physically capable of rural smallholdings subdivision/development. In particular, the site contains soils that are conducive for on-site sewerage disposal.

To support the subdivision application, there will be a need for test pits in the building envelopes to confirm soil types and the highest groundwater level (in late winter). It is expected this will reveal that all lots are physically capable of rural smallholdings subdivision/development. In particular, that the site contains soils and characteristics that are conducive for on-site effluent disposal, stormwater management and building construction.

It is noted:

- The site is not classified as a sewage sensitive area;
- The generous lot sizes (minimum lot size of 4ha);
- Building envelopes and on-site wastewater systems will be located at least 100 metres from wetlands (generally more than 200m); and
- It is expected that there would be less nutrients associated with rural smallholdings use (including on-site sewage disposal) compared to rural activities.

5.7 Traffic

The site is readily accessible to the Esperance townsite and other facilities/services.

The site adjoins the sealed Coolgardie-Esperance Highway and the unsealed but suitably constructed Walsh Road. There is an existing crossover to Coolgardie-Esperance Highway.

The Concept Subdivision Plan outlines indicative crossover locations. It sets out that vehicle access to Lots 'A' to 'F' will be from crossovers located on Coolgardie-Esperance Highway with opportunities for shared access. Lots 'G' to 'J' will have crossovers onto Walsh Road.

The existing road network and intersections have sufficient capacity to address the modest additional traffic generation from the proposed subdivision/development. The subdivision/development will have limited impacts on the State or local roads, including on traffic flow. Additionally, there are appropriate vehicle sight distances from the crossovers and from the Coolgardie-Esperance Highway/Walsh Road intersection.

Main Roads Western Australia may seek a widening of the Coolgardie-Esperance Highway reserve at the subdivision stage similar to what occurred on adjoining land to the north.

5.8 Services

5.8.1 Overview

The proposed lots will be appropriately serviced in accordance with Shire, WAPC and other government agency requirements. Existing servicing is summarised in section 2.5 while proposed servicing is outlined in this section. The site is capable of being serviced by all necessary utilities required for subdivision/development for rural smallholdings lots. Detailed service design will occur at the subdivision stage.

The subdivision will consist of on-site water provision, on-site sewage disposal, stormwater management and underground power. Subdivision of the site will require the extension and, as required, the upgrading of some civil infrastructure.

5.8.2 Stormwater and nutrient management

There is a requirement that stormwater from the subdivision and future development on the site are effectively managed. Subdivision/development is required to ensure that stormwater is designed to ensure that post development run-off rates are no greater than pre-development run-off rates. This can be readily achieved noting the generous lot sizes (minimum lot size 4 hectares) and soil types. It is expected that this will be achieved through measures including rainwater tanks, soakwells and swales. There is also the opportunity to revegetate where appropriate.

Stormwater will be effectively designed, constructed and managed to the satisfaction of the Shire and the Department of Water and Environmental Regulation to meet publications such as *State Planning Policy 2.9 Water Resources, Better Urban Water Management* and *Stormwater Management Manual for Western Australia*.

The subdivision/development presents a low risk to water resources given the proposed generous lot sizes, the site's soil types, gentle slopes and that development is appropriately setback from waterbodies and drainage lines.

5.8.3 On-site sewage disposal

Reticulated sewerage is not available, feasible or necessary. Given the generous lot sizes and WAPC policy, future subdivision is not required to be connected to the reticulated sewerage system. The subdivision/development will be serviced by on-site sewage disposal to comply with the *Government Sewerage Policy*.

Subdivision can address the *Government Sewerage Policy*. It is noted that:

- The proposed lot sizes will be generous, ranging between 4 – 51.83 hectares, which will provide space to accommodate and treat on-site sewage disposal;
- The site is not within a sewage sensitive area (see **Figure 3**) and is not within a public drinking water source area. The site is however, within SCA 11 – Modified Sewage Sensitive Areas Special Control Area;



Figure 3 (Source: Landgate Locate)

- There is scope for on-site sewerage disposal to be located around 150-250 metres or more from the wetlands on most lots. All lots can achieve a separation of 100 metres from the wetlands;
- Based on the Esperance Land Resources Survey, site conditions in the building envelopes have appropriate capability for rural smallholdings subdivision/development;
- The suitability of the site for receiving wastewater, for onsite disposal, can be confirmed through undertaking test pits, a geotechnical assessment or a fit-for-purpose Site and Soil Evaluation (in late winter); and
- Any on-site wastewater disposal system is required to be designed and located to the satisfaction of the Department of Health and the Shire.

The proposed subdivision/development will comprise uses which accommodate residential dwellings as well as industry-light.

Future development on the proposed lots will require connection to suitably approved effluent disposal systems. The location and type of systems appropriate to the lots will be determined in consultation with Shire at the Development Application or Building Permit stages (in accordance with provision 17 of Schedule 1 in LPS24).

5.8.4 Water supply

Based on WAPC policy, rural smallholdings lots (4 – 40 hectares) do not need to be connected to the reticulated (scheme) water system. Potable water will be through rainwater capture and storage, with landowners installing rainwater tanks associated with future dwellings and outbuildings. As set out in SPP 2.5 and the LPS, a fit-for-purpose on-site water supply is supported. Future subdivision/development will be serviced with on-site water provision.

Pursuant to the WAPC's *Rural Planning Guidelines* the following matters need to be considered in relation to the availability of fit for-purpose water provision:

- Average annual rainfall and the capacity to capture water from roof catchments;
- Water requirements for both inside and outside the home;
- Demonstrated availability of groundwater or surface water for 'outside' use; and
- Water for fire-fighting purposes.

Based on provision 19 in Schedule 1 of LPS24, there is a requirement that each dwelling is provided with a minimum tank capacity of 120,000 litres.

5.8.5 Power supply and telecommunications

All proposed lots will be serviced with underground power and required telecommunication infrastructure. The existing high voltage distribution overhead power line will be retained in-situ and protected by an easement.



Photo 4: View of solar farm from the site

5.9 Supporting the local economy

The Amendment will facilitate subdivision and development will:

- Provide for live and work opportunities on each lot;
- Offer incentives to people wishing to start a business as they will not have to purchase a residential property as well as a property to run their business;
- Assist in increasing Esperance's population, adding to its overall viability, vitality and prosperity and the range of services that can be sustained;
- Assist in satisfying an identified demand for both hobby farms and industrial development;
- This is in response to the site's location adjacent to the highway, railway and in response to the unmet demand in Esperance for generous sized properties that allow people to live on the same property as their own small-scale business. Anecdotal evidence is that there is a shortage of lots available to start up small scale business in Esperance. The proposed zoning would allow for people to move to town to open a new business and only have to invest in one property; and
- Provide a greater choice for those wishing to buy lifestyle lots in Esperance in an attractive locality close to the townsite.

The Amendment is consistent with the planning framework which promotes employment and economic growth in Esperance.



Photo 5: Typical site conditions

5.10 Planning justification

The planning justification for the Amendment is summarised in **Table 3**:

Table 3 – Summarised Planning Justification				
Strategic	Land Use Planning	Environment and Landscape	Transport and Servicing	Economic and Community
The proposal will assist to meet the demand for rural smallholdings development (work/live) in Esperance in a planned, orderly and sustainable manner.	The site is well located for the proposed land use.	The site has been previously cleared.	Effluent disposal and stormwater management will be appropriately located and designed to the satisfaction of the WAPC, Shire and relevant agencies thus not compromising water resources.	The development will promote job creation by supporting the development of Esperance and assist to diversify and grow the local/regional economy.
The Amendment is generally consistent with the planning framework.	It is consistent with the principles of orderly and proper planning.	There are manageable landscape impacts when viewed from Coolgardie-Esperance Highway and opportunities to enhance the site's appearance including through replanting.	Proposed lots are suitable and capable for the intended use including achieving realistic building, effluent disposal and stormwater outcomes.	The proposal will assist in enhancing Esperance and assist in creating jobs. This includes adding to its overall viability, vitality and prosperity.
Future development will reinforce Esperance as a regional centre.	There are appropriate buffers and mitigation measures.	The site is suitable and capable of rural smallholdings use.	Traffic impacts can be readily accommodated on adjoining roads.	The development will generate economic activity and support opportunities for work/live.
The site is well located for rural smallholding uses including it is compatible with adjoining and nearby uses.	Development will be effectively controlled through existing and proposed LPS24 provisions.	The site contains minimal environmental assets (other than the wetlands) and will not create environmental impacts.	Safe vehicular access can be achieved between the site and Coolgardie-Esperance Highway and Walsh Road.	
The proposed Rural Smallholdings zone, between the Shark Lake Industrial Park and rural operations, represents orderly and proper planning.	Lots can be created independently as they have direct road access to existing roads.	There are no heritage constraints nor is the site located in a public drinking water source area.	The site has good road connectivity and easy access to Esperance and other areas.	
It will not prejudice the growth of residential areas associated with the Esperance townsite.		Bushfire management measures will comply with the objectives of SPP 3.7 and Planning for Bushfire Guidelines.	The subdivision/development will be appropriately serviced.	

Given the above, the Amendment is generally consistent with the planning framework and is consistent with the principles of orderly and proper planning.

6. CONCLUSION

This report confirms that the Amendment is generally consistent with the planning framework and that rezoning the site from 'Rural' to 'Rural Smallholdings' is both suitable and capable of accommodating rural smallholdings uses (including work/live) on Lot 12 Coolgardie-Esperance Highway, Myrup.

The Amendment will establish the appropriate zoning for the site and future subdivision/development will be guided by the Concept Subdivision Plan. Existing and proposed LPS24 provisions will ensure that subdivision and development will be effectively controlled. The Shark Lake Industrial Park Buffer will be retained over the site but modified from SCA 3A to SCA 3B.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment to rezone the site from 'Rural' to 'Rural Smallholding', modify SCA 3A to SCA 3B and associated modifications to the LPS24 text.



Photo 6: Typical site conditions

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF ESPERANCE

LOCAL PLANNING SCHEME No. 24

AMENDMENT No. 12

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
2. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

3. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

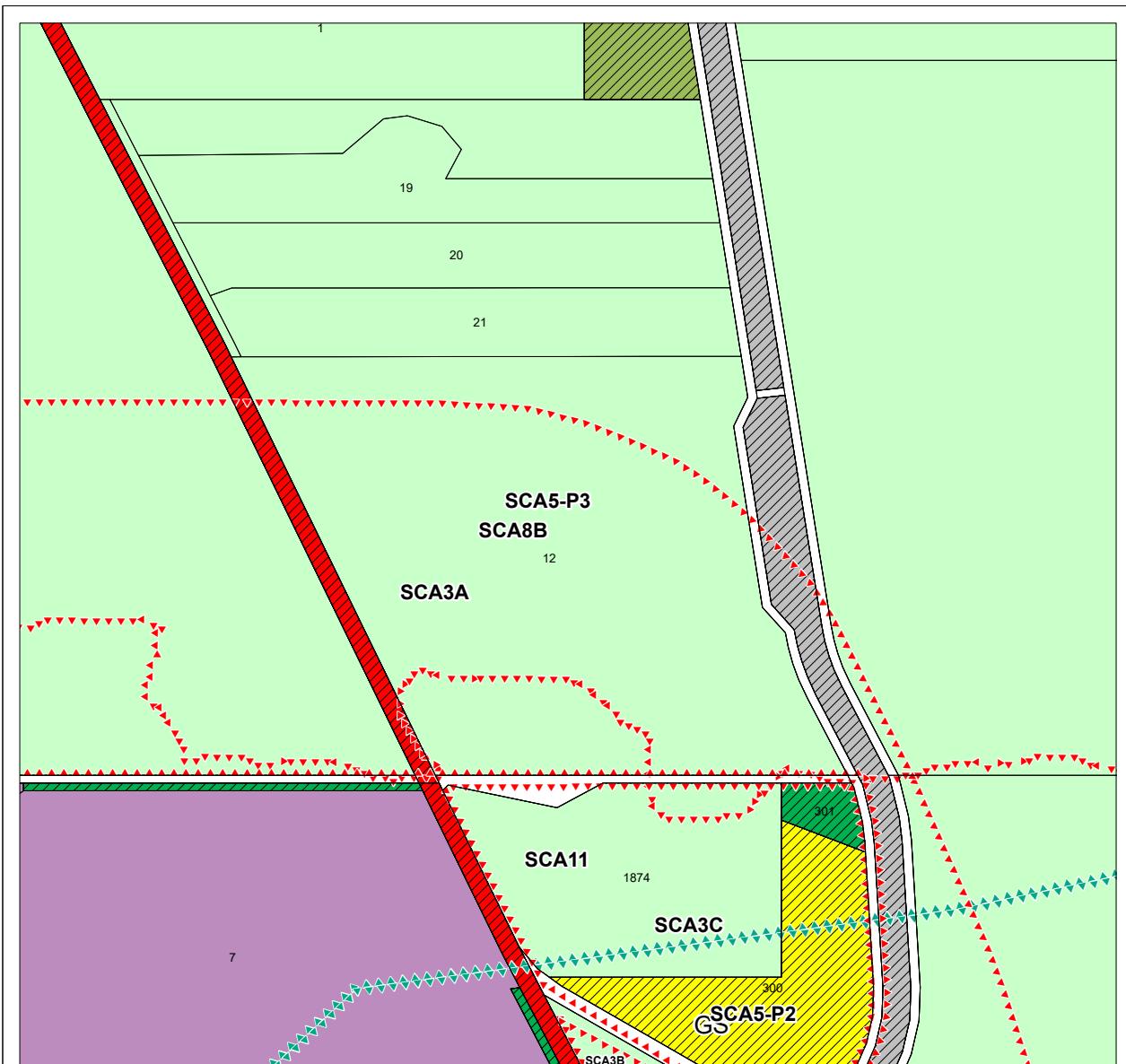
4. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

5. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
6. Amending the Scheme Map accordingly.

Determines Amendment No.12 is a complex amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:

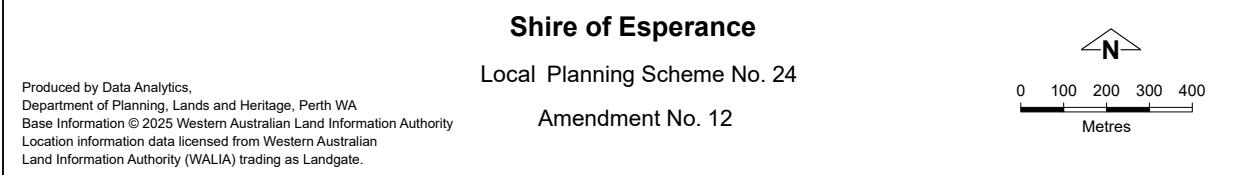
- An amendment that is not consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.



Legend

	Cadastre		Local road
	Primary distributor road		Public open space
	General industry		Railways
	Rural		
LPS Reserves			
	Environmental conservation reserve		Special control area - Environment
	Government Services		Special control area - General

EXISTING SCHEME MAP





Legend

PROPOSED SCHEME AMENDMENT MAP

Cadastre

LPS Zones and Reserves Amendments

Rural smallholdings

Special Area Amendments

Special control area - General

Additional uses

Restricted uses

Rural smallholdings

Shire of Esperance

Local Planning Scheme No. 24

Amendment No. 12



0 100 200 300 400
Meters

COUNCIL ADOPTION FOR ADVERTISING

This Complex Amendment was adopted by resolution of the Council of the Shire of Esperance at the Ordinary Meeting of the Council held on the day of 2025.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

This Amendment is recommended for approval by resolution of the Shire of Esperance at the Ordinary Meeting of the Council held on the day of 20..... and the Common Seal of the Shire of Esperance was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

ATTACHMENT 1

WESTERN

AUSTRALIA



REGISTER NUMBER	
12/DP72362	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	28/8/2012

VOLUME
2795

FOLIO
390

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BG Roberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 12 ON DEPOSITED PLAN 72362

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

CLAIRE LOUISE MITCHELL
DAVID MORE MITCHELL
BOTH OF POST OFFICE BOX 1642, ESPERANCE
AS JOINT TENANTS

(AF M024255) REGISTERED 21/8/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *M024256 NOTIFICATION CONTAINS FACTORS AFFECTING THE WITHIN LAND. LODGED 21/8/2012.
2. *M024257 NOTIFICATION CONTAINS FACTORS AFFECTING THE WITHIN LAND. LODGED 21/8/2012.
3. *O595623 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 23/12/2020.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.

* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.

Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

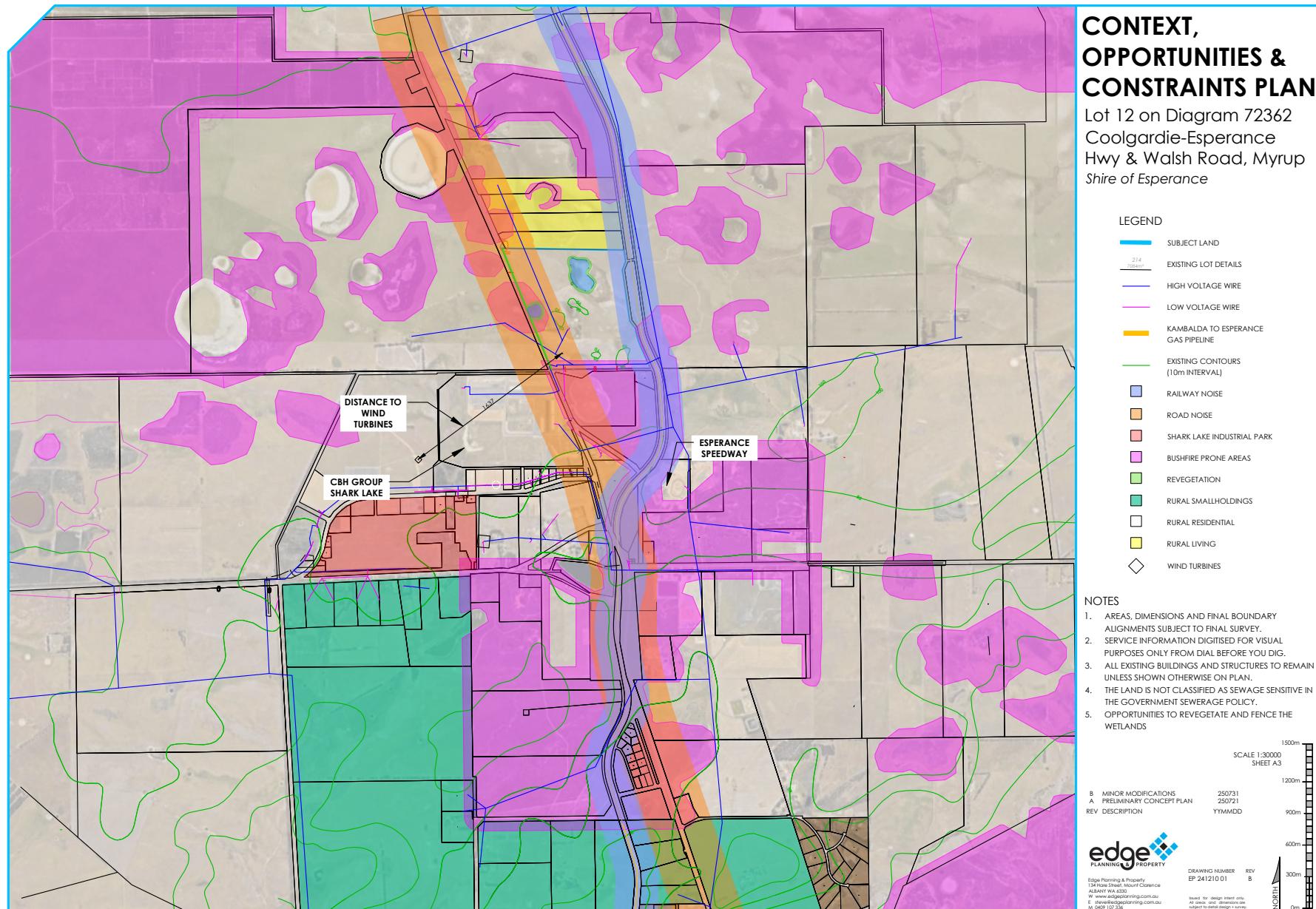
SKETCH OF LAND: DP72362
PREVIOUS TITLE: 1314-827
PROPERTY STREET ADDRESS: LOT 12 COOLGARDIE-ESPERANCE HWY, MYRUP.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF ESPERANCE

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
O595623

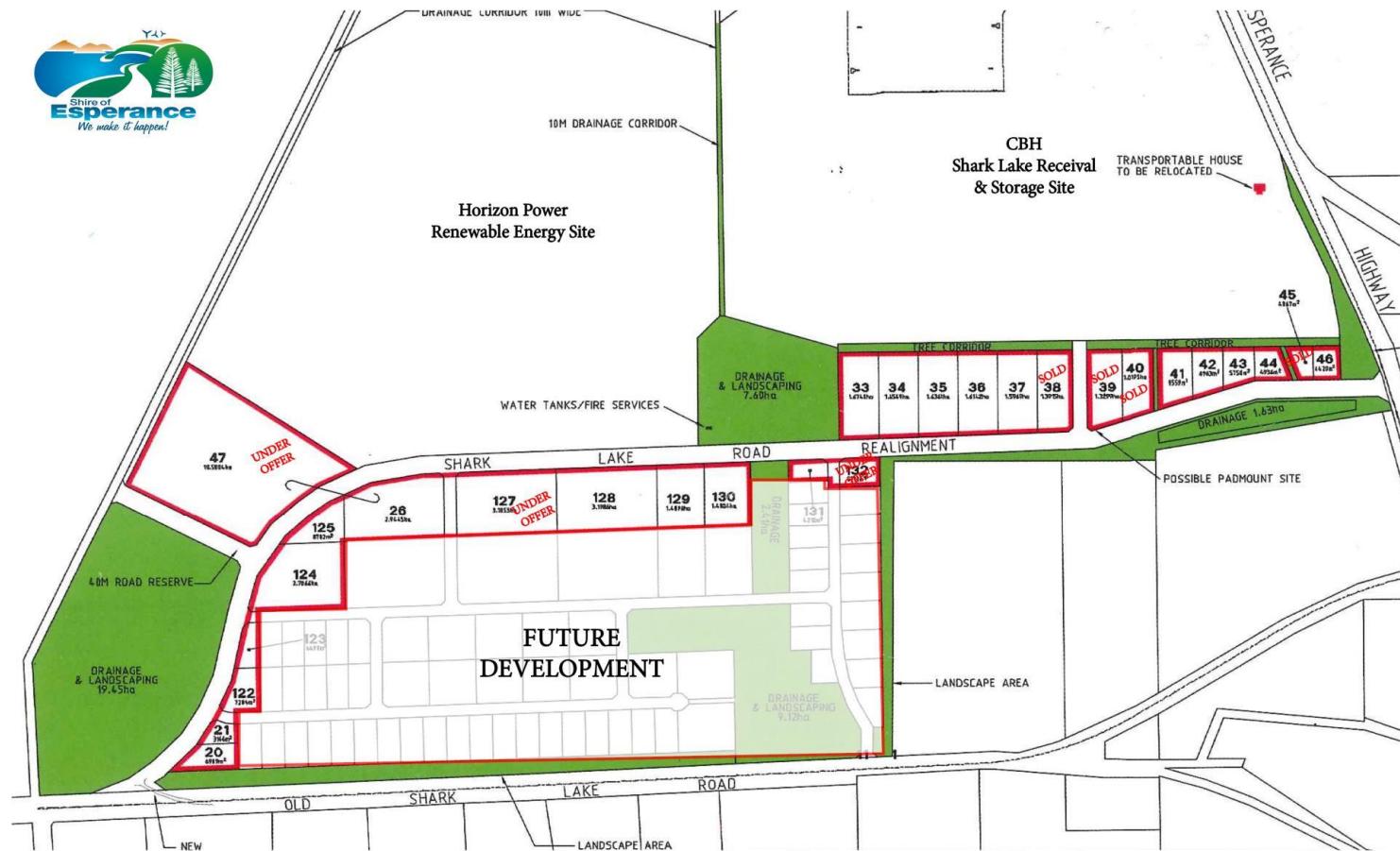
ATTACHMENT 2



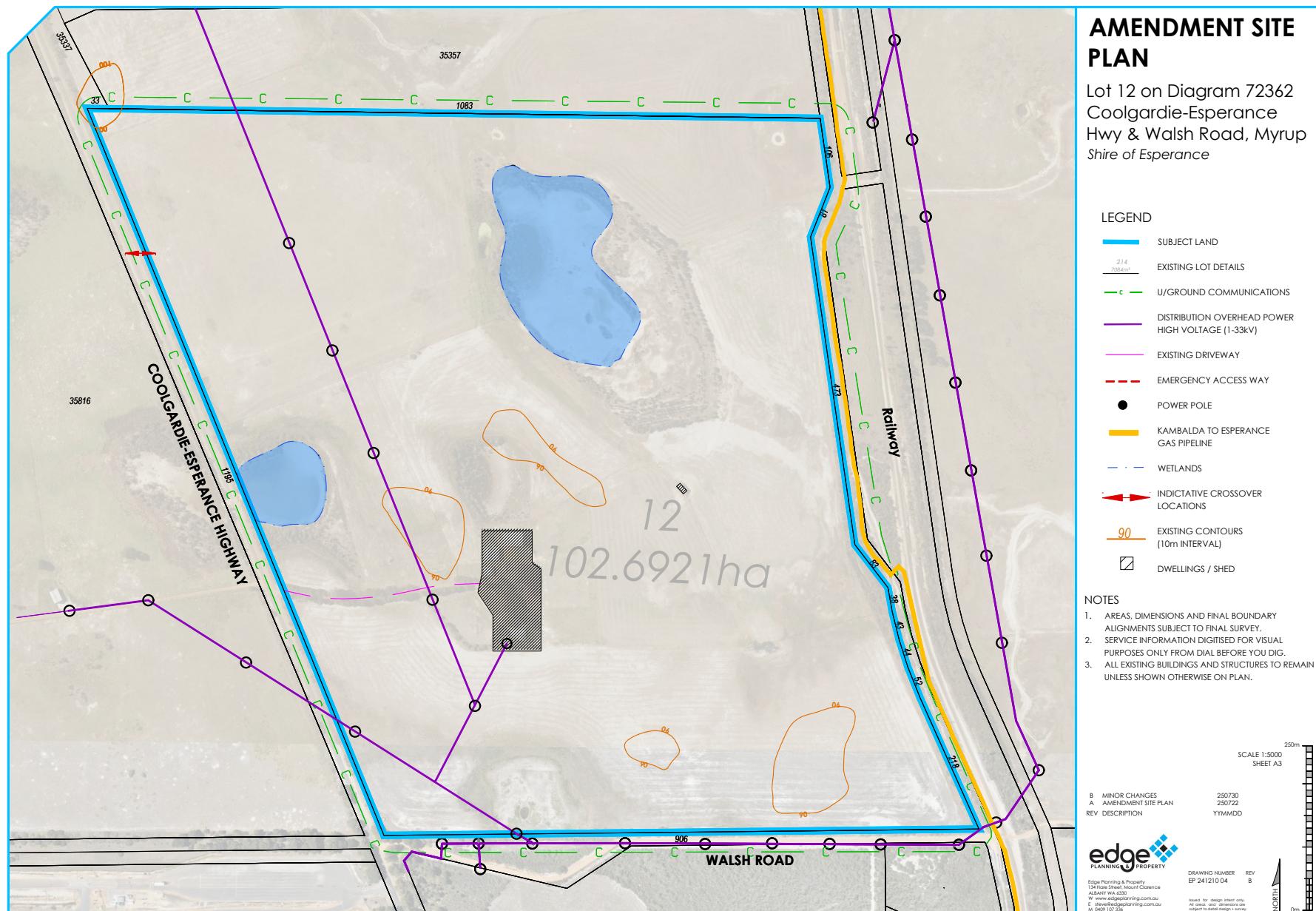
ATTACHMENT 3



ATTACHMENT 4

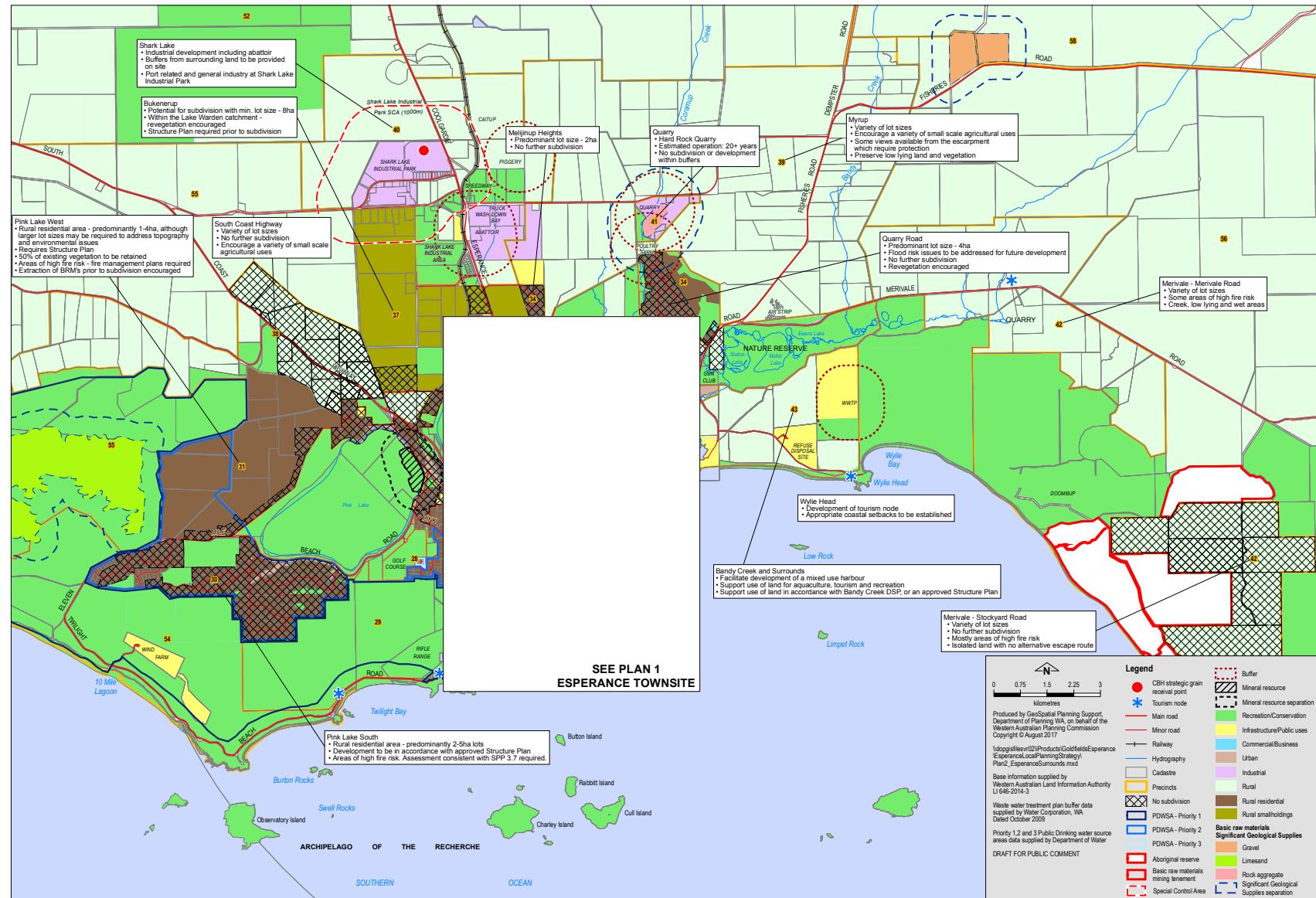


ATTACHMENT 5



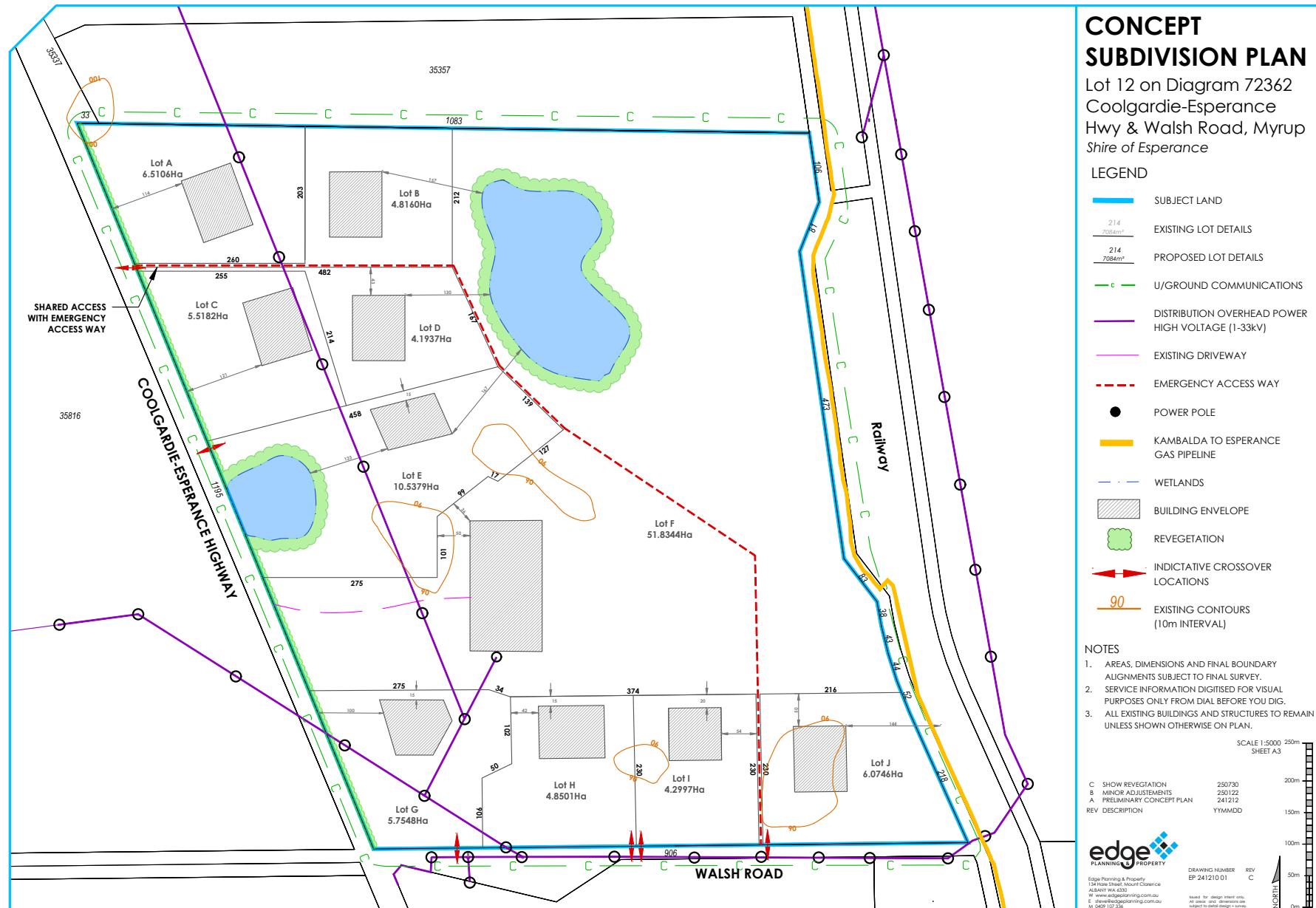
ATTACHMENT 6

Shire of Esperance Local Planning Strategy



Plan 2 - Esperance Surrounds

ATTACHMENT 7



Item: 12.1.2

Disability Access and Inclusion Plan

Author/s	Mitchell Brown	Senior Building Surveyor
Authorisor/s	Roy Greive	Director External Services

File Ref: D25/36241

Applicant

Internal

Executive Summary

For Council to endorse the Shire of Esperance Disability Access and Inclusion Plan 2025-2030

Recommendation in Brief

That Council endorse the Shire of Esperance Disability Access and Inclusion Plan 2025-2030

Background

The Western Australian *Disability Services Act (DSA) 1993* and Amendments 2004, require all State and Local Government Authorities to implement a Disability Access and Inclusion Plan (DAIP) which outlines how services, buildings, and information will be made accessible for people with disabilities.

Officer's Comment

The previous Disability Access and Inclusion Plan expired in September 2025. After consulting with Department of Communities and other Local Authorities a 6-month extension has been granted from the original 1 September 2025 deadline to allow for a thorough consultation period with all relevant stakeholders.

Research was undertaken to fully understand the requirements of our plan and to give some level of consistency with what is occurring in other similar local government areas. This gave an understanding of our accessibility needs organizationally, and the expectations of community.

Feedback was received from a number of sources including support agencies, carers and people living with disability, and through consultation with internal staff and community members the draft plan has been developed.

The DAIP will be a document used to guide the planning and implementation of future consideration to shire developments both physical and operational. The DAIP requires continuous consultation with relevant stakeholders – the community reference group. Regular meetings of the community reference group will ensure that we are working with community on needs identified by them. The reference group will be formalized once the plan is endorsed.

Consultation

Shire of Esperance Staff
Department of Communities
Disability Support Agencies, carers and people living with disability
City of Subiaco
City of Albany

Financial Implications

Endorsing the plan will have no financial implications. However, once the committee is operational there may be additional costs through identified needs which will be costed and brought back to Council for consideration or through future budgets.

Asset Management Implications

Once the committee is operational there may be resourcing demands on Asset Management through identified needs which will be costed and brought back to Council for consideration or through future budgets.

Statutory Implications

The statutory implications associated with this item are: The Western Australian *Disability Services Act (DSA) 1993* and Amendments 2004, require all State and Local Government Authorities to implement a Disability Access and Inclusion Plan.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

People - Outcome 3. A welcoming, inclusive and connected community

Objective 3.3. Support vulnerable groups, including aged persons and those with disability.

Environmental Considerations

Nil

Attachments

A[DRAFT - Plan - Disability Access and Inclusion Plan 2025-2030 - Version 3 - Under Separate Cover](#)

Item: 12.1.2 Disability Access and Inclusion Plan

Officers Recommendation

That Council endorse the Shire of Esperance Disability Access and Inclusion Plan 2025-2030.

MOTION

Moved: Cr Obourne

Seconded: Cr de Haas

O1225-091

Council Resolution

That Council lay item 12.1.2 on the table until February 2026 Ordinary Council Meeting to allow a briefing with Councillors on the new DAIP.

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

Reason: To allow an informal briefing session with Council.

12.2 ASSET MANAGEMENT

Item: 12.2.1

Salmon Gums Quarry MoU

Author/s	Mathew Walker	Director Asset Management
Authorisor/s	Shane Burge	Chief Executive Officer

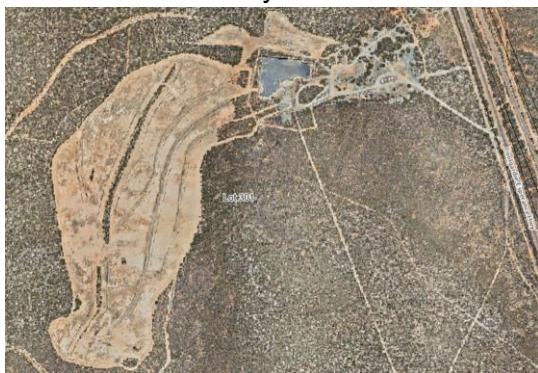
File Ref: D25/34883

Applicant

Water Corporation and Salmon Gums Development Group

Location/Address

Salmon Gums Quarry Dam



Executive Summary

For Council to consider entering to Memorandum of Understanding to participate in a sharing arrangement between the Water Corporation and the community for the use of water from the Salmon Gums Quarry.

Recommendation in Brief

That Council enter into the Salmon Gums Quarry Memorandum of Understanding between the Water Corporation and the Salmon Gums Development Group, for a term of five years plus a five year extension.

Background

The Shire has previously been a party to a MoU between the Water Corporation and the Salmon Gums Development Group (SGDG) for the purpose of water sharing from the Salmon Gums Quarry. The MoU was entered into in 2004 for a term of 20 years, the agreement has now expired. In discussions with Water Corporation this year, it was recognised this agreement had expired and there was an appetite to enter into a new a new MoU to continue a formal arrangement for water sharing.

Water Corporation has drafted a new Salmon Gums Quarry MoU in consultation with all parties. The proposed MoU continues the same water sharing arrangements, includes a more formal an annual review process and will be for a term of five years with a five year extension by agreement. The proposed MoU is included in attachment A

Officer's Comment

The proposed Salmon Gums Quarry MoU continues the same water sharing arrangements that have previously been provided to enable the Water Corporation to access water for the town of Salmon Gums

and providing water for the farming community. It is recommended that Council enter into the MoU to support the Salmon Gums Community continue this existing arrangement.

Consultation

Water Corporation
Salmon Gums Development Group

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Planet - Outcome 6. Greater community readiness and resilience to cope with natural disasters and emergencies.

Objective 6.1. Minimise risk and support recovery from bushfires, storms, drought and other natural disasters.

Environmental Considerations

Nil

Attachments

A. [Salmon Gums Quarry - MoU between WC SGDG and SoE](#)

Item: 12.2.1 Salmon Gums Quarry MoU

Moved: Cr Starcevich
Seconded: Cr McWilliam

O1225-092

Council Resolution

That Council enter into the Salmon Gums Quarry Memorandum of Understanding between the Water Corporation and the Salmon Gums Development Group, for a term of five years plus a five year extension.

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

MEMORANDUM OF UNDERSTANDING

BETWEEN

**WATER CORPORATION
(CORPORATION)**

AND

**SALMON GUMS DEVELOPMENT GROUP
(SGDG)**

AND

**SHIRE OF ESPERANCE
(SHIRE)**

Legal Services Business Unit
Water Corporation
629 Newcastle Street
LEEDERVILLE WA 6007

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This Memorandum of Understanding

is made on 2025 between the following parties:

Water Corporation (ABN 28 003 434 917) of John Tonkin Water Centre, 629 Newcastle Street, Leederville Western Australia 6007 (**Corporation**)

and

Salmon Gums Development Group (ABN 80 410 878 877) of Hicks Street, Salmon Gums, Western Australia 6445 (**SGDG**)

and

Shire of Esperance of Windich Street, Esperance, Western Australia 6450 (**Shire**)

Background

- A. In 2004, the parties entered into a Memorandum of Understanding in relation to the Purpose (**2004 MOU**).
- B. The 2004 MOU has expired but the parties wish to continue their working relationship to achieve the Purpose.
- C. The parties have agreed to enter into this MOU, which documents each party's role and obligations in relation to the Purpose.

And now this MOU witnesses as follows:

1. Definitions

In this MOU, unless the contrary intention appears:

Business Day means a day on which banks are open for business in Perth, Western Australia, excluding a Saturday, Sunday or public holiday;

Commencement Date is the date specified in Schedule 1;

Corporation Dam 1 means the dam located on a portion of Reserve 50434 (Lot 305 on Deposited Plan 65167, Title Number Volume LR3014 Folio 324) as identified in Schedule 2;

Corporation Dam 2 means the dam located on the southern portion of Reserve 50434 (Lot 301 on Deposited Plan 65167, Title Number Volume LR3014 Folio 320) as identified in Schedule 2;

Corporation's Dispute Representative is the person specified in Schedule 1;

Corporation's Representative is the person specified in Schedule 1;

Land means Crown Reserve 50434 comprising:

Lot 301 on Deposited Plan 65167, Title Number Volume LR3014 Folio 320;

Lot 304 on Deposited Plan 65167, Title Number Volume LR3014 Folio 323; and

Lot 305 on Deposited Plan 65167, Title Number Volume LR3014 Folio 324,

under a Management Order to the Water Corporation for "Water Supply" purposes.

MOU means this Memorandum of Understanding, as amended from time to time;

Purpose means the purpose as set out in clause 2;

Quarry Dam means the Salmon Gums Quarry Dam located on the northern portion of Reserve 50434 (Lot 301 on Deposited Plan 65167, Title Number Volume LR3014 Folio 320) as identified in Schedule 2.

Review Period means the period of 12 months commencing on 28 February each year;

SGDG's Dispute Representative is the person specified in Schedule 1;

SGDG's Representative is the person specified in Schedule 1;

Shire's Dispute Representative is the person specified in Schedule 1;

Shire's Representative is the person specified in Schedule 1;

Sub-Committee means a sub-committee consisting of one member from each of the Parties.

Term means the term of this MOU which commences on the Commencement Date and ends on the date which is then the Termination Date; and

Termination Date is the date specified in Schedule 1.

2. Purpose

The purpose of this MOU is to evidence the parties' commitment to participate in a sharing arrangement between the Corporation and the community for the use of water from the Salmon Gums Quarry, the intention of which is to secure a potable water supply for the town of Salmon Gums (**Purpose**).

3. Term

- (a) Unless terminated in accordance with clause 13, this MOU will guide the working relationship between the parties to achieve the Purpose for a period of 5 years from the Commencement Date (**Term**).
- (b) The parties may agree in writing to extend the Term for a further 5 years.

4. Review of MOU

- (a) The MOU will be reviewed annually by a sub-committee consisting of one member from each of the Parties (**Sub-Committee**) by 28 February each year (**Review Period**) throughout the Term, at which time the MOU may be confirmed or amended by the Sub-Committee as appropriate.
- (b) The annual review will consider progress towards the attainment of the matters set out in this MOU.
- (c) Notwithstanding clauses 4(a) – 4(b) above, the Sub-Committee may meet from time to time to discuss any matters arising under this MOU.

5. Relationship Background

- (a) One of the functions of the Corporation under the *Water Corporation Act 1995* (WA) and the *Water Services Act 2012* (WA) is to provide water services to its customers.
- (b) In furtherance of this function, the Corporation supplies water to customers located in the town of Salmon Gums, Western Australia from Salmon Gums Quarry Dam (**Quarry Dam**).
- (c) The proposal is that water from the Quarry Dam will be transferred by pump through a permanent connecting pipeline to the Corporation Dam 1 where it is treated and then provided as potable water to the town of Salmon Gums.

- (d) The Corporation may require an additional potable water supply to service the town of Salmon Gums.
- (e) A strategy has been developed that the Corporation will cart water to Corporation Dam 1.
- (f) Corporation Dam 1, Corporation Dam 2 and the Quarry Dam (and its catchment) are located on the Land which is presently vested in the Corporation.
- (g) Whilst the Quarry Dam is a Corporation asset, farmers located in the area have historically used the Quarry Dam as a farm water supply. The residents of Salmon Gums have also used the Quarry Dam for recreational purposes. Prior to the 2004 MOU, the parties held meetings to consult with the public to discuss the possible sharing arrangement for the use of the water from the Quarry Dam. The Shire and SGDG in this MOU further represent the views of the public.
- (h) The Shire at a Council Meeting formally approved the transfer of water from the Quarry to the Corporation's dam/s. The Corporation received written consent from the Chairman of the SGDG to construct a permanent pipeline from the Quarry to the dams. On 29 October 2002, the transfer of water from the Quarry Dam to the Corporation Dam 1 and/or Corporation Dam 2 commenced. However, the Corporation no longer transfers water from the Quarry Dam to Corporation Dam 2.
- (i) The advantages to the community of the sharing arrangement are:
 - (i) the security of a potable water supply for Salmon Gums;
 - (ii) improved aesthetic water quality for all users;
 - (iii) the reduced risk of water restrictions being imposed;
 - (iv) that farmers will continue to be able to access the Quarry Dam for farm water supplies; and
 - (v) that it will facilitate the growth and development of Salmon Gums.

6. Actions by Corporation

- (a) To ensure that the water quality in the Quarry Dam is preserved as a potable water supply, the parties acknowledge that the use of the Quarry Dam for recreational purposes will not be permitted. The integrity of the water supply is of critical importance to the community and the Corporation. The Corporation will undertake at its cost, measures to minimise the risk of contamination of the water in the Quarry Dam from human or animal contact.
- (b) The Corporation will be responsible for the water quality, catchment management, site security and public liability associated with the Land, and in particular, the Quarry Dam, Corporation Dam 1 and Corporation Dam 2.
- (c) The Corporation will maintain insurance for the Land as appropriate.
- (d) Notwithstanding the above, the Corporation will maintain its existing catchment to maximise runoff.

7. Future Commitments – Sharing Strategy

The parties agree:

- (a) The Corporation will restrict water extraction to ensure that not less than 55,000 kilolitres remain within the Quarry Dam (approximately a Quarry water depth of 5m on the gauge board). However, if the transfer of water to the Corporation Dam 1 in any year may reduce the minimum water volume below 55,000 kilolitres in the Quarry Dam, then it will be approved in writing by the Sub-Committee.
- (b) The community of Salmon Gums will retain free access to the water from the Quarry Dam via the standpipe, provided that their access and use of the Land is not inconsistent with the use of the Quarry Dam as a supplementary supply for the town's potable water supply.
- (c) The Corporation shall maintain for the Term of this MOU, an adequate standpipe for the purpose of permitting continued access to water from the Quarry Dam by the community of Salmon Gums.
- (d) The Corporation may, if appropriate, fence the Quarry Dam and erect signage to secure the Land and take any other measures necessary to fulfil its obligations under this MOU and any law, notwithstanding that any fence so erected will not compromise access to the standpipe referred to in clause 7(c) above.
- (e) The Corporation will maintain any fencing and signage referred to in clause 7(d) above.

8. No Obligations

- (a) The parties agree that in working towards the Purpose they will deal with each other and conduct themselves in accordance with good business practice and will be reasonable in their approach to matters raised by their continuing relationship.
- (b) The relationship between the parties is limited to carrying out the Purpose of the MOU and nothing in this MOU should be construed as constituting any form of agency or partnership for any purpose whatsoever.

9. Non-Binding Nature of this MOU

The parties do not intend to be legally bound by the terms of this MOU and the parties agree that this MOU does not create legally binding obligations.

10. Variation

The parties may change, amend, vary or modify this MOU by written agreement signed on behalf of all the parties.

11. Entire Agreement

- (a) This MOU sets out the entire understanding of the parties on its subject matter and supersedes any and all prior or contemporaneous agreements, discussions, communications and representations, whether written, oral or otherwise, of the parties relating to the subject matter of this MOU.
- (b) The parties acknowledge that as at the commencement of the Term, no other contracts, agreements or commitments exist between the parties in relation to the subject matter of this MOU.

12. Dispute Resolution

- (a) Where any party believes that there is a genuine dispute in relation to any matter under this MOU, then the party shall give the other party a notice

specifying in detail the exact nature of dispute (**Notice of Dispute**). A Notice of Dispute:

- (i) to the Corporation, shall be given to the Corporation's Dispute Representative;
- (ii) to SGDG, shall be given to SGDG's Dispute Representative; and
- (iii) to the Shire, shall be given to the Shire's Dispute Representative.

(b) Within 10 Business Days of after receiving the Notice of Dispute, the parties shall meet and negotiate in good faith at least once to resolve the dispute. Any meetings shall be confidential.

(c) If the parties have been unable to resolve the dispute within 20 Business Days of receipt of the Notice of Dispute, then:

- (i) the Dispute shall be referred for resolution to the CEO, applicable General Manager or another duly authorised representative of the respective parties; and
- (ii) the representatives referred to in clause 12(c)(i) shall meet within 10 Business Days after referral of the dispute to resolve the dispute.

(d) If the representatives are unable to resolve the dispute in accordance with clause 12(c) above, then either party may refer the dispute to mediation.

(e) For mediation of the dispute:

- (i) the parties must appoint an independent mediator;
- (ii) the mediation rules applicable shall be the ADC Guidelines for Commercial Mediation (as amended from time to time) and administered by the ADC;
- (iii) the timeframe for the mediation shall be resolution of the dispute within sixty (60) Business Days, (unless otherwise agreed by the parties);
- (iv) the place for mediation of the dispute by way of mediation shall be in Perth, Western Australia; and
- (v) the costs of the appointed mediator and the venue for the mediation will be borne equally by the parties.

(f) If the mediation fails to provide a resolution to the dispute, either party may take any action as it considers appropriate, including commencing proceedings.

13. **Termination**

This MOU may be terminated:

- (a) by the Corporation at its sole discretion upon 20 Business Days' notice in writing to the SGDG and the Shire; or
- (b) by mutual agreement of the parties in writing at any time.

14. **Notices**

- (a) Each communication (including each notice, consent, approval, request and demand) under and in connection with this MOU (except for a Notice of Dispute under clause 12) must be:
 - (i) in writing;

- (ii) directed to the Party's Representative at the address set out in Schedule 1 (as applicable) until such time as that Party gives written notice to the other Party of a new address and/or email address;
- (iii) signed by the party making it or (on that party's behalf) by the solicitor for, or any attorney, director, secretary or authorised agent of, that party; and
- (iv) delivered express post or email of the addressee set out in Schedule 1 (as applicable);

15. Service of Notices

- (a) Unless otherwise stated in this MOU, any notice (including a Notice of Dispute) is taken to be received by the addressee:
 - (i) in the case of express post, on the third day after the date of posting; and
 - (ii) in the case of email, when the email was sent, unless the party sending the email knows or reasonably ought to suspect that the email and any attachments were not delivered to the addressee,

but if the communication is taken to be received on a day that is not a Business Day or after 5.00 pm (AWST), it is taken to be received at 9.00 am (AWST) on the next Business Day in the place to which the communication is posted, sent or delivered.

16. Governing Law

This MOU is governed by and must be construed according to the law applying in Western Australia.

Signing Page

Executed as an MOU

Executed on behalf of **Salmon Gums Development Group**
(ABN 80 410 878 877) by its authorised representative:

Signature of authorised representative

Name of authorised representative

Title

Date

Executed on behalf of **Shire of Esperance** by its authorised representative:

Signature of authorised representative

Name of authorised representative

Title

Date

Executed on behalf of **Water Corporation (ABN 28 003 434 917)**
by its authorised representative:

Signature of authorised representative

Name of authorised representative

Title

Date

Schedule 1 - Particulars

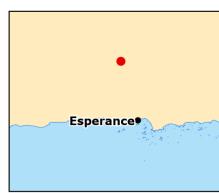
Corporation's Address	Water Corporation John Tonkin Water Centre 629 Newcastle Street Leederville Western Australia 6007
Corporation's Representative	Adrian Stewart, Regional Manager Great Southern Region Email: adrian.stewart@watercorporation.com.au
Corporation's Dispute Representative	Maria Russo, General Counsel & Company Secretary Email: maria.russo@watercorporation.com.au
SGDG's Address	Hicks Street Salmon Gums, Western Australia 6445
SGDG's Representative	Sam Starcevich, President Email: Brimlo@yahoo.com.au Terry Antonia, Vice President Email: Terryantonio@bigpond.au
SGDG's Dispute Representative	Sam Starcevich, President Email: Brimlo@yahoo.com.au Salmongumsdevelopmentgroup@gmail.com
Shire's Address	77 Windich Street Esperance, Western Australia 6450
Shire's Representative	Sarah Walsh - Coordinator Governance & Corporate Support Email: corporatesupport@esperance.wa.gov.au
Shire's Dispute Representative	Chief Executive Officer Email: ceo@esperance.wa.gov.au
Commencement date	
Termination Date	5 years from the Commencement Date, unless otherwise extended in accordance with clause 3(b).

Schedule 2 - Map



LEGEND

- Water Pump Station
- ◆ Water Treatment Plant
- Water Dam Area
- Cadastral Line



1:12,000 at A4
0 50 100 150 Metres

Coordinate System: GDA 1994 MGA Zone 50
Vertical Datum: AHD

AUTHOR: KOOCO DATE: 26/08/2025
BRANCH: INFORMATION & TECHNOLOGY

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Salmon Gums Quarry
and Dam 2

Item: 12.2.2

Esperance Sculpture Trail

Author/s	Mathew Walker	Director Asset Management
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D25/36589

Applicant

Esperance Sculpture Trail Inc.

Location/Address

N/A

Executive Summary

For Council to consider giving in principal support for the Esperance Sculpture Trail to potentially be installed on public lands owned and/or managed by the Shire.

Recommendation in Brief

That Council

1. Support in-principle the Esperance Sculpture Trail to be installed on Shire owned and/or managed lands; and
2. Request the CEO:
 - a. To liaise with the Esperance Sculpture Trail Inc. and FORM regarding proposed locations, covering the requirements of POL 0085: Public Art; for donation of Public Art;
 - b. Resolve any ownership, management, long-term maintenance responsibilities and funding requirements; and
 - c. Provide a report to Council on the final proposed locations and arrangements for Council to consider final approval.

Background

The Esperance Sculpture Trail was conceived from an idea by the late Chris Reichstein, a local philanthropist and founder of the Mt Burdett Foundation. His vision was to create a world-class sculpture trail featuring high-quality, site-responsive installations that reflect the dramatic land and seascapes of Esperance. The project aims to activate public spaces, boost cultural tourism, and foster community pride while showcasing the region's natural beauty and cultural heritage. The Esperance Sculpture Trail Inc. (EST Inc.), in partnership with FORM and supported by the Mt Burdett Foundation, is leading the project's development.

The trail is proposed to deliver social, cultural, and economic benefits by creating spaces for recreation, storytelling, and cultural exchange. It emphasises representing the history and traditions of the Kepa Kurl Wudjari people. Extensive community engagement—including workshops, surveys, artist residencies, and cultural forums—has shaped the project to ensure artworks resonate with local identity and avoid imposing external concepts. The guiding principle is co-design: involving local artists, Traditional Owners, and residents in decision-making and creative processes.

The consultation outcomes for the Esperance Sculpture Trail demonstrated strong community and cultural alignment, with over 94% of participants supporting the project. Feedback emphasised the importance of artworks that reflect Esperance's unique land and seascapes, Indigenous heritage, and local identity. Additionally, the engagement confirmed the trail's potential to deliver social, cultural, and

economic benefits, positioning it as a community-driven initiative with broad stakeholder endorsement. See attachment A, Esperance Sculpture Trail Stage 1 Evaluation report.

The Esperance Sculpture Trail is now proposed to progress to the next stage, which includes identifying appropriate locations throughout the Esperance District for the Sculptures. These locations will most likely consider public land owned and/or managed by the Shire of Esperance, as well as land managed by others. EST Inc. have written to the Shire, see attachment B, requesting:

1. That the Shire provide in-principle support for the Esperance Sculpture Trail project.
2. That the Shire work with FORM and EST Inc. to help identify suitable locations, and options for maintenance responsibilities and ownership planning.
3. That the Shire, Form and EST Inc. work together to ensure the sculpture trail is built with appropriate materials and construction methods that will ensure longevity and appropriate ongoing maintenance requirements.

Officer's Comment

Now that the Esperance Sculpture Trail is progressing to the next stage it is appropriate for Council to consider giving in-principle support to the project to potentially consider public land owned and/or managed by the Shire of Esperance. If in-principal support is agreed, given the scale of the project, it is proposed Shire Officers work with EST Inc. and FORM through early engagement on appropriate locations ensuring access, management, safety and facilities are considered on proposed Shire locations.

The Shire also has a Public Art Policy that needs to be taken into consideration, in particular that any donation of public art needs to be approved by Council and take into account the following considerations:

1. Artistic Merit;
2. Public safety;
3. Certification as required;
4. Maintenance requirements;
5. Suitability of the location; and
6. Deaccession plan.

Consultation

Esperance Sculpture Trail Steering Committee
FORM

Financial Implications

Nil at this stage. Consideration of the ongoing ownership, management, maintenance responsibilities and funding requirements of the sculptures needs to be considered.

Asset Management Implications

Nil at this stage.

Statutory Implications

Nil

Policy Implications

POL 0085: Public Art

Strategic Implications

Council Plan 2022 – 2032

Prosperity - Outcome 13. A vibrant and welcoming tourism destination

Objective 13.2. Improve tourism infrastructure, services and experiences.

Environmental Considerations

Nil

Attachments

- A[🔗](#). FORM - Esperance Sculpture Trail - Stage 1 Evaluation - *Under Separate Cover*
- B[🔗](#). Esperance Sculpture Trail Inc. - Request

Item: 12.2.2 Esperance Sculpture Trail

Moved: Cr de Haas
Seconded: Cr Starcevich

O1225-093

Council Resolution

That Council

1. **Support in-principle the Esperance Sculpture Trail to be installed on Shire owned and/or managed lands; and**
2. **Request the CEO:**
 - a. **To liaise with the Esperance Sculpture Trail Inc. and FORM regarding proposed locations, covering the requirements of POL 0085: Public Art; for donation of Public Art:**
 - i. **Artistic Merit;**
 - ii. **Public safety;**
 - iii. **Certification as required;**
 - iv. **Maintenance requirements;**
 - v. **Suitability of the location; and**
 - vi. **Deaccession plan.**
 - b. **Resolve any ownership, management, long-term maintenance responsibilities and funding requirements; and**
 - c. **Provide a report to Council on the final proposed locations and arrangements for Council to consider final approval.**

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

Dear Esperance Shire Council and Staff,

Before the late Chris Reichstein passed away he expressed a desire to see an internationally acclaimed sculpture trail built in Esperance. His vision was that it would be something the whole community would be a part of and be proud of. Since 2022 the Esperance Sculpture Trail Inc. has been working with Form and the Esperance community to see if a sculpture trail was something the community desired.

Based on the positive feedback received from the community (to date) we would like to formally request

1. that the SoE provide in-principle support for the Esperance Sculpture Trail project.
2. That the SoE work with FORM and EST inc to help identify suitable locations, and options for maintenance responsibilities and ownership planning.
3. That the SoE, Form and EST inc work together to ensure the sculpture trail is built with appropriate materials and construction methods that will ensure longevity and appropriate ongoing maintenance requirements.

Thankyou for your consideration and we look forward to working together with you, Form and our community on this exciting project.

Regards

Natalie Bowman

Chair Esperance Sculpture Trail Inc

Item: 12.2.3

Proposed Excision of Reserve 49549 - Shark Lake

Author/s	Mathew Walker	Director Asset Management
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D25/36590

Applicant

Main Roads WA

Location/Address

Reserve 49549, Lot 16 Shark Lake Road.



Executive Summary

For Council to consider excising a portion of Reserve 49549, Lot 16 Shark Lake Road, in favor of Main Roads WA, to enable the construction of a Heavy Vehicle Parking Bay.

Recommendation in Brief

That Council

1. Support the request from Main Roads WA for the excision of approximately 1.1488 ha and reserve amendment to Reserve 49549 being Lot 16 on DP57177, for the creation of a new Reserve under the control of the Commissioner of Main Roads; and
2. Consent to Main Roads WA, including its agents and contractors, gaining early entry to the land prior to the excision, subject to Main Roads WA indemnifying the Shire of Esperance against any liabilities or obligations related to the land.

Background

Main Road WA have been in discussion with the Shire regarding the construction of a Heavy Vehicle Parking Bay (HVPB) around Shark Lake Industrial Park for a number of years. They have finally settled on their preferred location on the Coolgardie Esperance Highway just north of Shark Lake Road.

The proposed location requires the excision of a 1.15 Ha of Reserve 49549, that is under Management Order to the Shire of Esperance for the purpose of recreation and drainage. The 1.15 Ha, along with a portion of privately owned land, would then be placed into a new Reserve under the control of the Commissioner of Main Roads for the proposed HVPB. See attached request and land dealing plans.

Officer's Comment

Shire Officers have been working with Main Roads WA on a number of options for a HVPB around the Shark Lake area, that is currently lacking a facility for heavy vehicle parking, including the final location chosen by Main Roads WA. The HVPB will be constructed at the cost of Main Roads WA and be their ongoing responsibility. The excision of 1.15 Ha of Reserve 49549 to create a new reserve over the HVPB will ensure Main Roads WA have the correct land tenure for the project.

Shire Officers support this request and see no issues with the proposed excision effecting the Shire's requirements for the remainder of Reserve 49549. If Council support the excision request, given it may not be finalised by the time the works are proposed to start, it is reasonable to give early access to Main Roads WA subject to indemnification of the Shire.

Consultation

Main Roads WA

Financial Implications

Main Roads WA will pay the associated costs of the excision.

Asset Management Implications

Nil

Statutory Implications

Land Administration Act 1997

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Place - Outcome 10. Safe, affordable, accessible and sustainable transport systems

Objective 10.3. Improve access to parking.

Environmental Considerations

Nil

Attachments

A. [Main Roads WA - Letter - Shark Lake Road HVPB](#)

B. [Land Dealing Plan 2560-088](#)

C. [Land Dealing Plan 2560-088 Aerial](#)

Item: 12.2.3 Proposed Excision of Reserve 49549 - Shark Lake

Officers Recommendation

That Council

1. Support the request from Main Roads WA for the excision of approximately 1.1488 ha and reserve amendment to Reserve 49549 being Lot 16 on DP57177, for the creation of a new Reserve under the control of the Commissioner of Main Roads; and
2. Consent to Main Roads WA, including its agents and contractors, gaining early entry to the land prior to the excision, subject to Main Roads WA indemnifying the Shire of Esperance against any liabilities or obligations related to the land.

Voting Requirement **Simple Majority**

Moved: Cr Graham
Seconded: Cr McWilliam

01225-094

Council Resolution

That Council lay the item on the table until after a briefing with Main Roads, CBH and Shire of Esperance regarding Shark Lake road intersections.

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

Reason: To allow Council to have a meeting with respective parties.

OFFICIAL



Enquiries: Clinton Kealley on 08 9265 5201

Our Ref: 24/2836

Your Ref:

5 November 2025

Mathew Walker
Director Asset Management
Shire of Esperance
PO Box 507
Esperance WA 6450

Via email

Mr Walker

**PROPOSED ROAD HEAVY VEHICLE PARKING BAY – SHARK LAKE ROAD
COOLGARDIE ESPERANCE HIGHWAY, MONJINGUP**

Main Roads Western Australia is arranging approvals to acquire land required for construction of a Heavy Vehicle Parking Bay (HVPB) on Coolgardie Esperance Highway near the intersection of Shark Lake Road.

Correspondence between yourself and Main Roads regional manager, Shane Power, in November 2021 identified suitable land at Lots 45 and 46 Shark Lake Road. This land is no longer available and a nearby site has been identified on a portion of privately owned land being Lot 7 (CBH) and Reserve 49549 which is managed by the Shire of Esperance.

The land requirements for this project are shown on attached Land Dealing Plans 2560-087 and 2560-088.

The HVPB management will be placed under the control of the Commissioner of Main Roads as a reserve with the likely purpose being 'Road Purposes'. Construction is scheduled for commencement in the 2026/2027 financial year.

In order to commence this project, the land required for the HVPB will need to be excised from affected Reserve 49549. Thus, the Shire's consent will be required for the following:

1. Excision and reserve amendment to Reserve 49549 being Lot 16 on DP57177. Reserve 49549 is currently set aside for the purpose of 'Recreation & Drainage' under a management order to the Shire of Esperance.

A copy of the titles and plans is attached.

Main Roads will arrange and pay the cost of survey of the HVPB.

It is possible that the excisions from the Crown land will not be finalised prior to the commencement of works. Should that be the case, consent from the Shire will be required for early entry onto the Shire's reserve to carry out the works.

OFFICIAL

To facilitate the construction of infrastructure and the amendment of the reserve for the HVPB, Main Roads kindly requests the Shire to provide its consent for the excision from Reserve 49549 and for early access.

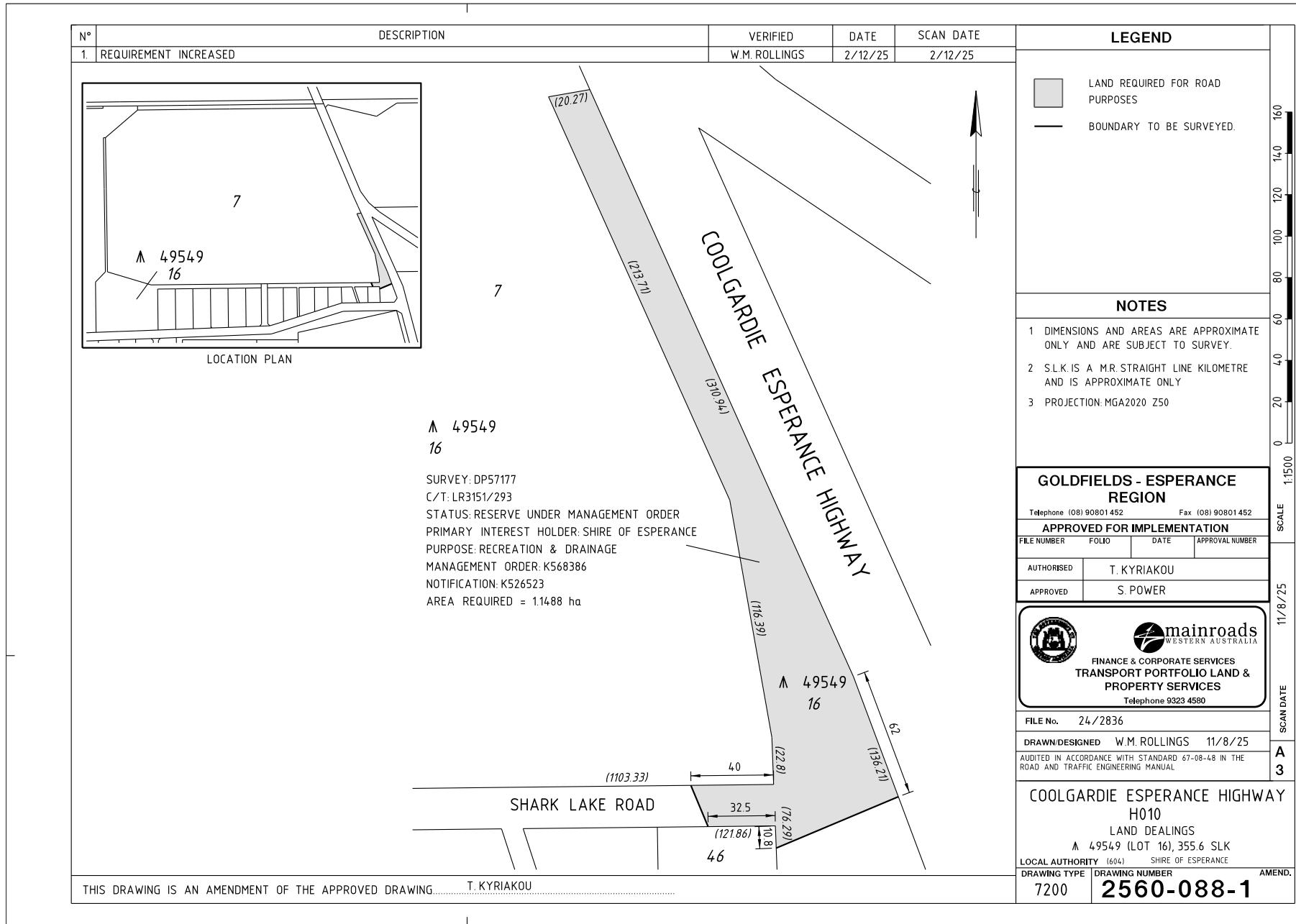
If the matter needs to go to a council meeting, please inform me of the date on which the council resolution is passed, or alternatively, provide me with a copy of the minutes from the meeting. Subsequently, I will provide DPLH with a copy of the minutes and consent and coordinate the reserve excision.

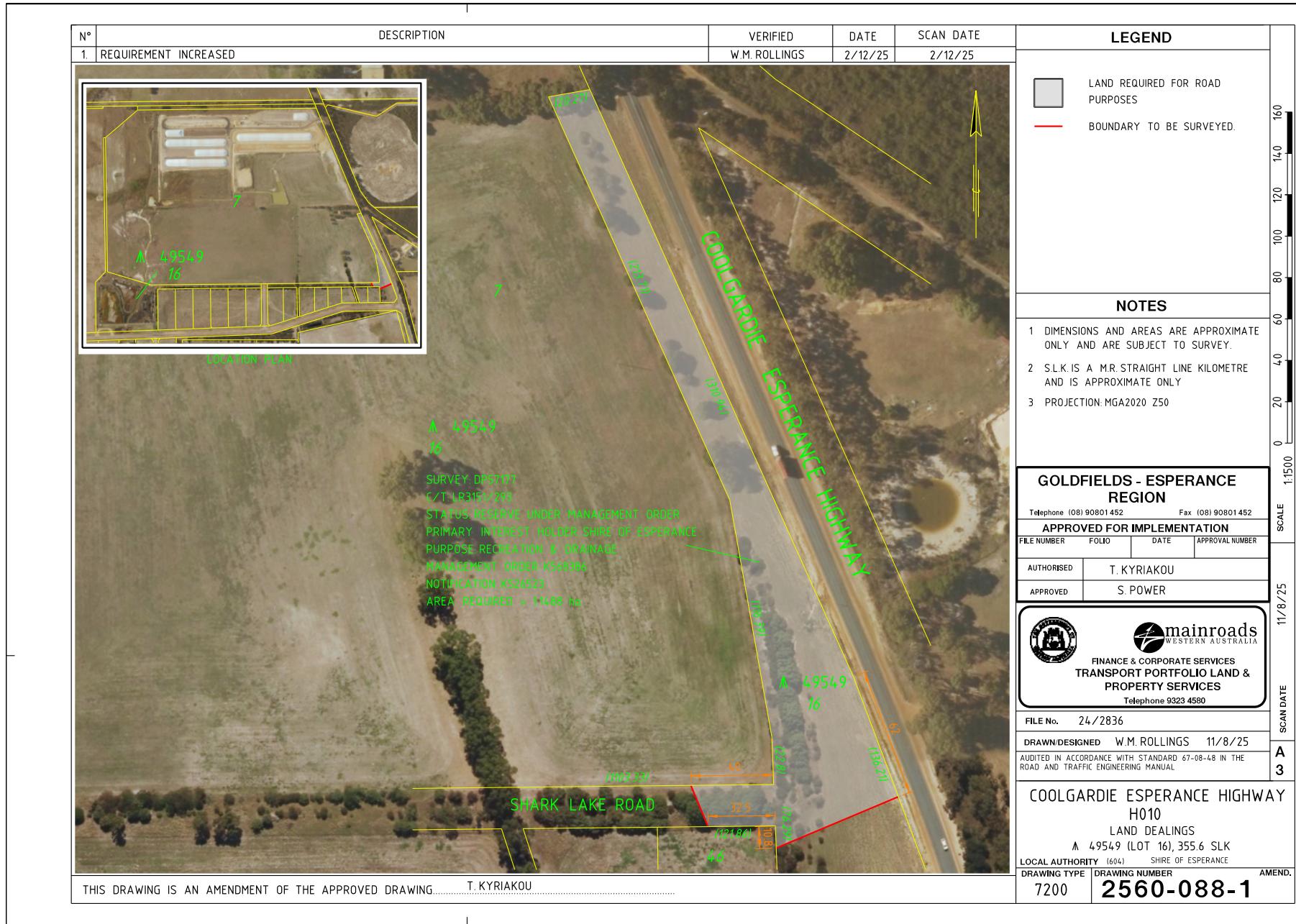
If you require any further information, please contact me on telephone 08 9265 5201 or email clinton.kealley@mainroads.wa.gov.au.

Yours sincerely



Clinton Kealley
Acting Principal Land Tenure Manager





Item: 12.2.4

Community Energy Upgrades Fund Program

Author/s	Mathew Walker	Director Asset Management
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D25/36591

Applicant

Internal

Location/Address

Multiple Shire Buildings

Executive Summary

For Council to consider a budget variation, following the successful application to the Community Energy Upgrades Fund Round 2.

Recommendation in Brief

That Council approve a budget variation for the Community Energy Upgrades Fund.

Background

The Shire applied for the Community Energy Upgrades Fund Round 2 to install solar panels and batteries on 16 buildings, five of which will also have windows film installed with a low E tint. The project will contribute over 580kW of additional solar generation capacity and 460kwh of battery storage.

The project is estimated to reduce carbon emissions by more than 400t per annum, enhance climate resilience and lower the Shire's energy bills by over \$280,000 annually, with an average energy saving of 59%. A detailed breakdown of the project is provided in the following table.

Location	Solar / Battery	Total \$	Window Film	Total Cost	Funding
Cascade House 1	15kw P / 11kwh B	\$40,533		\$40,533	\$20,267
Cascade House 2	15kw P / 11kwh B	\$40,533		\$40,533	\$20,267
Grass Patch House 1	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Grass Patch House 2	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Condungup House 1	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Congingup House 2	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Cemetery House 1	15kw P / 11kwh B	\$40,533		\$40,533	\$20,267
Airport House 1	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Senior Citizens	15kw P / 11kwh B	\$40,533	\$16,333	\$56,866	\$28,433
Homecare	60kw P / 44kwh B	\$156,132	\$8,901	\$165,033	\$82,517
Depot	60kw P / 44kwh B	\$156,132	\$9,792	\$165,924	\$82,962
Waste Facility	60kw P / 44kwh B	\$156,132		\$156,132	\$78,066
Airport	100kw P / 66kwh B	\$310,000		\$310,000	\$155,000
BOILC	150kw P / 66kwh B	\$426,000	\$31,362	\$457,362	\$228,681
Administration	45kw P / 88kwh B	\$185,000	\$55,250	\$240,250	\$120,125
Coomalbidgup Fire Shed Off-grid	10kw P / 15.4kwh B	\$52,000		\$52,000	\$26,000
Administration Costs				\$23,000	\$11,500
TOTAL		\$1,749,238	\$121,638	\$1,893,876	\$946,938

*P = Panels B = Battery

Officer's Comment

As part of the Shires commitment reducing its corporate carbon emissions and focusing on energy efficiency and savings, Officer applied for and were successful in receiving a grant from the Federal Community Energy Upgrades Fund Round 2. The grant is to install solar panels and batteries on 16 buildings, five of which will also have windows film installed with a low E tint.

The grant agreement timeframes propose to have the solar panels and batteries and window film installed by September 2026. To meet this timeframe the Shire will need to tender and award the works early in 2026. As the project has not been included in the annual budget, a budget amendment is proposed, to enable Officers to start delivering the project, including calling a request for tender.

Consultation

Nil

Financial Implications

The financial implications arising from this report are provided in the following table, noting the project will carry over into the next financial year and it is proposed to pay for the Shire's portion from the Building Maintenance Reserve and other Business unit Reserves.

Description	WO	GL	Amended Income	Amended Expenditure	Variation
CEU - Cascade House 1	WNew	7570-710	(20,267)	40,533	20,267
CEU - Cascade House 2	WNew	7570-710	(20,267)	40,533	20,267
CEU - Grass Patch House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Grass Patch House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Condungup House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Congingup House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Cemetery House 1	WNew	7530-710	(20,267)	40,533	20,267
CEU - Airport House 1	WNew	7510-710	(14,571)	29,142	14,571
CEU - Senior Citizens	WNew	7840-710	(28,433)	56,866	28,433
CEU - Homecare	WNew	7810-710	(82,517)	165,033	82,517
CEU - Depot	WNew	7580-710	(82,962)	165,924	82,962
CEU - Waste Facility	WNew	7420-710	(78,066)	156,132	78,066
CEU - Airport	WNew	7510-710	(155,000)	310,000	155,000
CEU - BOILC	WNew	7730-710	(228,681)	457,362	228,681
CEU - Administration	WNew	7100-710	(131,625)	263,250	131,625
CEU - Coomalbidgup Fire Shed	WNew	8100-710	(26,000)	52,000	26,000
Building Maintenance	Reserve		(616,786)		(616,786)
Airport	Reserve		(169,571)		(169,571)
EHC Asset Replacement	Reserve		(82,517)		(82,517)
Sanitation	Reserve		(78,066)		(78,066)
Net Result					Nil

Asset Management Implications

The asset management implication arising for the report are detailed in the following table using the following life expectancy for the components:

- Solar panels and system – 20 years
- Batteries – 10 years
- Window film – 15 years

	Capital	Annual	Comments
Capital - Panels & System	1,282,838		
Capital - Batteries	466,400		
Capital - Window Film	121,638		
Interest (economic cost)		37,878	4% pa on Shire's portion
Depreciation - Panels & System		64,142	Over 20 years
Depreciation - Batteries		46,640	Over 10 years
Depreciation - Window Film		8,109	Over 15 years
Maintenance (ongoing cost)		37,878	2% of capital
Energy Saving		(280,000)	
		(85,353)	Per year

Statutory Implications

Local Government Act 1995, Section 6.8 - Expenditure from municipal fun not included in annual budget.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Planet - Outcome 5. Shared responsibility for climate action and sustainability

Objective 5.1. Encourage the adoption of sustainable practices.

Priority Project 5.1.1. Install renewable energy (solar PV and battery storage) on council buildings where feasible.

Environmental Considerations

The project is estimated to reduce the Shire's corporate carbon emissions by more than 400t per annum, which equates to around a 10% reduction in the Shire's overall emissions.

Attachments

Nil

Item: 12.2.4 Community Energy Upgrades Fund Program

Officers Recommendation

That Council approve a budget variation for the Community Energy Upgrades Fund as per the table below.

Description	WO	GL	Amended Income	Amended Expenditure	Variation
CEU - Cascade House 1	WNew	7570-710	(20,267)	40,533	20,267
CEU - Cascade House 2	WNew	7570-710	(20,267)	40,533	20,267
CEU - Grass Patch House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Grass Patch House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Condungup House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Congingup House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Cemetery House 1	WNew	7530-710	(20,267)	40,533	20,267
CEU - Airport House 1	WNew	7510-710	(14,571)	29,142	14,571
CEU - Senior Citizens	WNew	7840-710	(28,433)	56,866	28,433
CEU - Homecare	WNew	7810-710	(82,517)	165,033	82,517
CEU - Depot	WNew	7580-710	(82,962)	165,924	82,962
CEU - Waste Facility	WNew	7420-710	(78,066)	156,132	78,066
CEU - Airport	WNew	7510-710	(155,000)	310,000	155,000
CEU - BOILC	WNew	7730-710	(228,681)	457,362	228,681
CEU - Administration	WNew	7100-710	(131,625)	263,250	131,625
CEU - Coomalbidgup Fire Shed	WNew	8100-710	(26,000)	52,000	26,000
Building Maintenance	Reserve		(616,786)		(616,786)
Airport	Reserve		(169,571)		(169,571)
EHC Asset Replacement	Reserve		(82,517)		(82,517)
Sanitation	Reserve		(78,066)		(78,066)
Net Result					Nil

Voting Requirement

Absolute Majority

MOTION

Moved: Cr Davies
Seconded: Cr Starcevich

O1225-095

Council Resolution

That Council

- Approve a budget variation for the Community Energy Upgrades Fund as per the table below; and

Description	WO	GL	Amended Income	Amended Expenditure	Variation
CEU - Cascade House 1	WNew	7570-710	(20,267)	40,533	20,267
CEU - Cascade House 2	WNew	7570-710	(20,267)	40,533	20,267
CEU - Grass Patch House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Grass Patch House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Condungup House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Congingup House 2	WNew	7570-710	(14,571)	29,142	14,571

CEU - Cemetery House 1	WNew	7530-710	(20,267)	40,533	20,267
CEU - Airport House 1	WNew	7510-710	(14,571)	29,142	14,571
CEU - Senior Citizens	WNew	7840-710	(28,433)	56,866	28,433
CEU - Homecare	WNew	7810-710	(82,517)	165,033	82,517
CEU - Depot	WNew	7580-710	(82,962)	165,924	82,962
CEU - Waste Facility	WNew	7420-710	(78,066)	156,132	78,066
CEU - Airport	WNew	7510-710	(155,000)	310,000	155,000
CEU - BOILC	WNew	7730-710	(228,681)	457,362	228,681
CEU - Administration	WNew	7100-710	(131,625)	263,250	131,625
CEU - Coomalbidgup Fire Shed	WNew	8100-710	(26,000)	52,000	26,000
Building Maintenance	Reserve		(616,786)		(616,786)
Airport	Reserve		(169,571)		(169,571)
EHC Asset Replacement	Reserve		(82,517)		(82,517)
Sanitation	Reserve		(78,066)		(78,066)
Net Result					Nil

2. Request a yearly energy usage report following installation of the community energy upgrades for the following 3 years.

**CARRIED
F9 - A0**

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

Reason: That Council can receive the yearly energy usage report following installation of the community energy upgrades

Claire and David Mitchell left the Chambers at 4:33pm and did not return.

12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Payment of Accounts Listing - December 2025

Author/s	Sarah Bridge Roselyn Hamilton	Corporate Accountant Manager Financial Services
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/33672

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority and the list of payments made by authorised employees using credit cards and other purchasing cards for the month 1 – 30 November 2025.

Background

Recent reviews of the *Local Government Financial Management Regulations (1996)* by Moore Australia recommends that the payments listing (Reg 13) and the list of payments made by authorised employees using credit cards or other purchasing cards (Reg 13A) to be presented to Council in a separate agenda item to the financial reports as they relate to a different part of the Financial Management Regulations.

Consultation

Moore Australia – Chartered Accountants, Auditors and Business Advisors

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Financial Management Regulations (1996)

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Attachments

- A. [Transaction Card Report November 2025](#)
- B. [Payment of Accounts Listing November 2025](#)

Item: 12.3.1 Payment of Accounts Listing - December 2025

Moved: Cr de Haas
Seconded: Cr McWilliam

O1225-096

Council Resolution

That Council:

1. **Receive the list of accounts paid for the period 1 – 30 November 2025 as listed in the attachment.**
2. **Receive the list of accounts paid using credit cards and other purchasing cards for the period 1 – 30 November 2025 as listed in the attachment.**

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

SHIRE OF ESPERANCE
CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting
held on 16/12/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
28/10/2025	Esperance Visitor Centre	Accommodation for performer - Civic Centre	\$ 178.00
28/10/2025	Esperance Visitor Centre	Accommodation for performer - Civic Centre	\$ 178.00
30/10/2025	Red Dot Stores	Event supplies	\$ 95.68
2/11/2025	Reddy Express	Event supplies	\$ 12.99
3/11/2025	Spatial Annual	Training & education	\$ 80.00
6/11/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 200.00
7/11/2025	Dominos Esperance	Catering for volunteers - Civic Centre event	\$ 76.45
7/11/2025	Pizza & Porter	Catering for volunteers - Civic Centre event	\$ 58.93
8/11/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 162.00
10/11/2025	Red Dot Stores	Office supplies	\$ 87.93
11/11/2025	Bunnings	Office supplies	\$ 158.56
11/11/2025	Kmart	Event supplies - Seniors Christmas Dinner	\$ 786.50
12/11/2025	Taylor Street Tearooms	Catering - Twin Towns meeting	\$ 182.91
13/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 8.90
14/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 35.70
14/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 23.80
18/11/2025	Kmart	Event supplies - Seniors Christmas Dinner	\$ 301.50
18/11/2025	Kmart	Event supplies - Seniors Christmas Dinner	\$ 101.00
19/11/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 310.00
20/11/2025	Bunnings	Event supplies	\$ 48.23
20/11/2025	Spotlight Pty Ltd	Event supplies - Edge of the Bay	\$ 41.00
21/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 149.85
21/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 39.32
21/11/2025	Nisbets Australia Pty	Office supplies - Civic Centre	\$ 273.90
21/11/2025	Pizza & Porter	Catering - Volunteers	\$ 88.39
3/11/2025	The Sockery	Client purchase - EHC	\$ 101.26
8/11/2025	Netflix.Com	Monthly subscription	\$ 20.99
10/11/2025	Xero	Monthly subscription	\$ 75.00
12/11/2025	Kolor Kode	Office supplies	\$ 302.50
12/11/2025	Kmart	Stationery & office supplies	\$ 34.00
13/11/2025	Woolworths	Stationery & office supplies	\$ 99.00
13/11/2025	Woolworths	Stationery & office supplies	\$ 31.00
28/07/2025	REX	Flight - Refund - Ranger training	-\$ 310.00
27/10/2025	Uber	Uber - Coastal forum - Perth	\$ 34.21
28/10/2025	REX	Flights - Ranger training - Perth	\$ 404.57
28/10/2025	Woolworths	Office supplies	\$ 8.25
28/10/2025	Uber	Uber - Coastal forum - Perth	\$ 91.57
29/10/2025	REX	Flights - Department of Transport training - Perth	\$ 448.98
30/10/2025	Subway Esperance	Catering	\$ 161.00
31/10/2025	REX	Flights - Conference - Perth	\$ 408.95
31/10/2025	Aurea Hotel Perth King	Accommodation - Conference - Perth	\$ 527.80
1/11/2025	REX	Flights - Local Government Conference - Perth	\$ 408.95
2/11/2025	Uber	Uber - Tafe - Perth	\$ 33.23
3/11/2025	Uber	Uber - Tafe - Perth	\$ 52.53
3/11/2025	Ink Station	Stationery & office supplies	\$ 694.20
3/11/2025	Rose & Crown Hotel	Accommodation - Ranger training - Perth	\$ 1,222.10
3/11/2025	REX	Flights - Planner - Esperance	\$ 535.49
3/11/2025	REX	Flights - Planner - Esperance	\$ 699.04
3/11/2025	REX	Flights - Planner - Esperance	\$ 940.91
3/11/2025	REX	Flights - Planner - Esperance	\$ 653.83
3/11/2025	WA News	WA News subscription	\$ 96.00
3/11/2025	REX	Flight refund - Planner - Esperance	-\$ 827.73
4/11/2025	Uber	Uber - Training/Tafe - Perth	\$ 120.51
5/11/2025	Uber	Uber - Training/Tafe - Perth	\$ 235.75
5/11/2025	Pagoda Resort Spa	Accommodation - Playground Safety training - Perth	\$ 483.68

SHIRE OF ESPERANCE
CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
5/11/2025	Pagoda Resort Spa	Accommodation - Playground Safety training - Perth	\$ 375.18
6/11/2025	REX	Flights - Fitness Expo - Perth	\$ 408.95
6/11/2025	Ibis Styles East Perth	Accommodation - Media conference - Perth	\$ 307.95
6/11/2025	Uber	Ubers - Training/Tafe - Perth	\$ 108.27
6/11/2025	Quest East Perth	Accommodation - Local Government Conference - Perth	\$ 215.75
7/11/2025	Ibis Styles East Perth	Accommodation - Tafe - Perth	\$ 1,020.60
7/11/2025	Uber	Uber - Training/Tafe - Perth	\$ 99.55
7/11/2025	Quest Innaloo	Accommodation - Department of Transport training - Perth	\$ 1,164.14
8/11/2025	Uber	Uber - Ranger training - Perth	\$ 18.23
8/11/2025	Rose & Crown Hotel	Accommodation - Ranger training - Perth	\$ 228.95
10/11/2025	Uber	Uber - Volunteer conference - Perth	\$ 39.04
10/11/2025	Newsxpress Esperance	Stationery and office supplies	\$ 49.98
10/11/2025	REX	Flights - Fitness Expo - Perth	\$ 448.98
10/11/2025	Woolworths	Catering	\$ 36.90
10/11/2025	Southside Treats & Sweets	Catering	\$ 4.90
10/11/2025	REX	Flight refund - Fitness Expo - Perth	-\$ 392.96
11/11/2025	Uber	Uber - Volunteer conference - Perth	\$ 51.53
11/11/2025	Temu.Com	End of year supplies	\$ 231.09
12/11/2025	Bunnings	Prizes for community engagement	\$ 50.00
12/11/2025	Esperance Communications	Prizes for community engagement	\$ 50.00
12/11/2025	BWS Liquor	Prizes for community engagement	\$ 50.00
12/11/2025	Kelgarry Pty Ltd	Prizes for community engagement	\$ 100.00
14/11/2025	Aurea Hotel Perth King	Accommodation refund - Conference - Perth	-\$ 275.00
14/11/2025	Post Office Esperance	Leaving gift	\$ 305.95
15/11/2025	Leonora Motor Inn	Accommodation - GVROC Meeting - Leonora	\$ 502.43
17/11/2025	Woolworths	Catering	\$ 158.95
17/11/2025	BWS Liquor	Refreshments	\$ 22.00
19/11/2025	Bentley Motel	Accommodation - Building surveyor conference - Perth	\$ 459.00
19/11/2025	REX	Flights - Tafe - Perth	\$ 408.95
20/11/2025	Uber	Uber - Conference - Perth	\$ 28.81
20/11/2025	REX	Flights - WALGA Councillor induction - Perth	\$ 408.95
21/11/2025	Uber	Uber - Conference - Perth	\$ 28.59
25/11/2025	Auspire	Citizen of the year supplies	\$ 188.65
25/11/2025	Airbnb	Accommodation - Australia Day Ambassador - Esperance	\$ 1,802.26
27/10/2025	Esperance Bakery	Catering	\$ 24.40
27/10/2025	Woolworths	Catering	\$ 40.30
28/10/2025	Southside Treats & Sweets	Catering	\$ 16.50
28/10/2025	Galah Press	Refund - Magazine subscription	-\$ 60.00
30/10/2025	Bunnings	Office supplies	\$ 98.00
30/10/2025	Esperance Ag Services	Office supplies	\$ 52.80
30/10/2025	eBay	Stationery & office supplies	\$ 80.69
30/10/2025	Vistaprint Australia	Visitors cards - Museum	\$ 430.38
30/10/2025	Vistaprint Australia	Stationery & office supplies	\$ 341.60
4/11/2025	Twilio Sendgrid	Monthly BOILC point of sale subscription	\$ 142.30
6/11/2025	Expro Fitness Australia	Training & education	\$ 472.07
6/11/2025	Woolworths	Stationery & office supplies	\$ 44.60
7/11/2025	eBay	Stationery & office supplies	\$ 37.99
7/11/2025	eBay	Stationery & office supplies	\$ 66.89
11/11/2025	eBay	Refund - stationery & office supplies	-\$ 80.69
12/11/2025	eBay	Library - Refund	-\$ 37.99
13/11/2025	Red Dot Stores	Stationery & office supplies	\$ 69.95
13/11/2025	Temu.Com	Stationery & office supplies	\$ 81.94
17/11/2025	eBay	Stationery & office supplies	\$ 64.89
20/11/2025	Woolworths	Catering	\$ 66.75
3/11/2025	East Perth Suites	Accommodation - Conference - Perth	\$ 681.30

SHIRE OF ESPERANCE
CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting
held on 16/12/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
8/11/2025	Mantra On Hay Perth	Accommodation - Volunteer conference - Perth	\$ 688.85
8/11/2025	Mantra On Hay Perth	Accommodation - Volunteer conference - Perth	\$ 688.85
10/11/2025	Mantra On Hay Perth	Meals - Volunteer conference - Perth	\$ 59.83
13/11/2025	Mummy Sam Cafe	Meals - GVROC Meeting - Leonora	\$ 57.40
14/11/2025	BP Kalgoorlie	Meals - GVROC Meeting - Leonora	\$ 200.01
28/10/2025	Shire Of Esperance	Rates payment – Quarry Rd Bush Fire Brigade	\$ 522.29
28/10/2025	Shire Of Esperance	Rates payment – Pink Lake Bush Fire Brigade	\$ 522.29
4/11/2025	Downtown Espresso	Catering	\$ 29.20
21/11/2025	Little Local On Dempster	Catering	\$ 37.48
28/10/2025	Accuris	Australian standards addition	\$ 222.71
5/11/2025	Bora Health	Emergency service annual sim charge	\$ 320.00
7/11/2025	Kmart	Kitchen supplies	\$ 190.50
19/11/2025	Water Corporation	New service charge	\$ 718.26
1/11/2025	Ezi*Gofax Pty Ltd	Monthly fax licence	\$ 29.85
4/11/2025	Intuit Mailchimp	Monthly media subscription	\$ 337.84
8/11/2025	Starlink Internet	Remote internet monthly charges	\$ 1,502.00
9/11/2025	Microsoft	Azure cloud storage - Esperance Coastal Safety	\$ 2.19
13/11/2025	Starlink Internet	Remote internet charges	\$ 16.43
17/11/2025	Starlink Internet	Remote internet charges	\$ 108.00
17/11/2025	Vend Pos	Monthly Visitors Centre point of sale subscription	\$ 279.00
18/11/2025	Woolworths	Catering	\$ 110.58
		Total Credit Card Purchases 28/10/2025 - 26/11/2025	\$ 29,451.91

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
29/10/2025	Bunnings	Hardware & supplies	\$ 248.18
27/10/2025	Bunnings	Hardware & supplies	\$ 151.05
15/10/2025	Bunnings	Hardware & supplies	-\$ 250.75
12/11/2025	Bunnings	Hardware & supplies	\$ 272.01
29/10/2025	Bunnings	Hardware & supplies	\$ 1,261.36
29/10/2025	Bunnings	Hardware & supplies	\$ 130.26
15/10/2025	Bunnings	Hardware & supplies	\$ 111.09
31/10/2025	Bunnings	Hardware & supplies	\$ 67.50
31/10/2025	Bunnings	Hardware & supplies	\$ 26.85
30/10/2025	Bunnings	Hardware & supplies	\$ 75.63
30/10/2025	Bunnings	Hardware & supplies	\$ 22.32
30/10/2025	Bunnings	Hardware & supplies	\$ 247.00
29/10/2025	Bunnings	Hardware & supplies	\$ 284.05
29/10/2025	Bunnings	Hardware & supplies	\$ 219.88
29/10/2025	Bunnings	Hardware & supplies	\$ 12.31
29/10/2025	Bunnings	Hardware & supplies	\$ 13.21
29/10/2025	Bunnings	Hardware & supplies	\$ 126.92
28/10/2025	Bunnings	Hardware & supplies	\$ 43.51
27/10/2025	Bunnings	Hardware & supplies	\$ 456.72
27/10/2025	Bunnings	Hardware & supplies	\$ 1,047.02
27/10/2025	Bunnings	Hardware & supplies	\$ 30.32
27/10/2025	Bunnings	Hardware & supplies	\$ 97.89
26/10/2025	Bunnings	Hardware & supplies	\$ 111.10
26/10/2025	Bunnings	Hardware & supplies	\$ 8.62
24/10/2025	Bunnings	Hardware & supplies	\$ 35.46
24/10/2025	Bunnings	Hardware & supplies	\$ 18.96
23/10/2025	Bunnings	Hardware & supplies	\$ 137.26
23/10/2025	Bunnings	Hardware & supplies	\$ 386.80
23/10/2025	Bunnings	Hardware & supplies	\$ 82.77
22/10/2025	Bunnings	Hardware & supplies	\$ 627.00
22/10/2025	Bunnings	Hardware & supplies	\$ 9.92
21/10/2025	Bunnings	Hardware & supplies	\$ 172.03
21/10/2025	Bunnings	Hardware & supplies	\$ 203.14
21/10/2025	Bunnings	Hardware & supplies	\$ 186.59
21/10/2025	Bunnings	Hardware & supplies	\$ 50.36
20/10/2025	Bunnings	Hardware & supplies	\$ 63.78
20/10/2025	Bunnings	Hardware & supplies	\$ 65.24
20/10/2025	Bunnings	Hardware & supplies	\$ 13.23
17/10/2025	Bunnings	Hardware & supplies	\$ 18.98
16/10/2025	Bunnings	Hardware & supplies	\$ 19.13
16/10/2025	Bunnings	Hardware & supplies	\$ 404.87
15/10/2025	Bunnings	Hardware & supplies	\$ 15.11
15/10/2025	Bunnings	Hardware & supplies	\$ 39.03
15/10/2025	Bunnings	Hardware & supplies	\$ 64.18
15/10/2025	Bunnings	Hardware & supplies	\$ 75.90
15/10/2025	Bunnings	Hardware & supplies	\$ 22.59
15/10/2025	Bunnings	Hardware & supplies	\$ 122.55
15/10/2025	Bunnings	Hardware & supplies	\$ 94.97
15/10/2025	Bunnings	Hardware & supplies	\$ 57.49
14/10/2025	Bunnings	Hardware & supplies	\$ 225.63
14/10/2025	Bunnings	Hardware & supplies	\$ 31.33
13/10/2025	Bunnings	Hardware & supplies	\$ 158.32
13/10/2025	Bunnings	Hardware & supplies	\$ 46.65

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
13/10/2025	Bunnings	Hardware & supplies	\$ 97.02
13/10/2025	Bunnings	Hardware & supplies	\$ 29.71
13/10/2025	Bunnings	Hardware & supplies	\$ 24.20
12/10/2025	Bunnings	Hardware & supplies	\$ 39.00
10/10/2025	Bunnings	Hardware & supplies	\$ 38.97
10/10/2025	Bunnings	Hardware & supplies	\$ 77.10
10/10/2025	Bunnings	Hardware & supplies	\$ 9.48
09/10/2025	Bunnings	Hardware & supplies	\$ 141.55
09/10/2025	Bunnings	Hardware & supplies	\$ 32.53
09/10/2025	Bunnings	Hardware & supplies	\$ 51.40
09/10/2025	Bunnings	Hardware & supplies	\$ 15.18
08/10/2025	Bunnings	Hardware & supplies	\$ 764.73
08/10/2025	Bunnings	Hardware & supplies	\$ 5.45
07/10/2025	Bunnings	Hardware & supplies	\$ 76.36
07/10/2025	Bunnings	Hardware & supplies	\$ 40.76
07/10/2025	Bunnings	Hardware & supplies	\$ 50.42
07/10/2025	Bunnings	Hardware & supplies	\$ 188.98
07/10/2025	Bunnings	Hardware & supplies	\$ 33.25
07/10/2025	Bunnings	Hardware & supplies	\$ 96.83
06/10/2025	Bunnings	Hardware & supplies	\$ 30.56
06/10/2025	Bunnings	Hardware & supplies	\$ 47.48
06/10/2025	Bunnings	Hardware & supplies	\$ 195.96
06/10/2025	Bunnings	Hardware & supplies	\$ 97.64
06/10/2025	Bunnings	Hardware & supplies	\$ 41.00
02/10/2025	Bunnings	Hardware & supplies	\$ 20.89
02/10/2025	Bunnings	Hardware & supplies	\$ 15.09
02/10/2025	Bunnings	Hardware & supplies	\$ 101.35
01/10/2025	Bunnings	Hardware & supplies	\$ 6.50
01/10/2025	Bunnings	Hardware & supplies	\$ 74.10
01/10/2025	Bunnings	Hardware & supplies	\$ 40.96
01/10/2025	Bunnings	Hardware & supplies	\$ 25.18
26/11/2025	Woolworths	Consumables & supplies	\$ 19.80
26/11/2025	Woolworths	Consumables & supplies	\$ 65.15
25/11/2025	Woolworths	Consumables & supplies	\$ 119.30
25/11/2025	Woolworths	Consumables & supplies	\$ 78.05
24/11/2025	Woolworths	Consumables & supplies	\$ 88.31
24/11/2025	Woolworths	Consumables & supplies	\$ 41.97
24/11/2025	Woolworths	Consumables & supplies	\$ 111.40
20/11/2025	Woolworths	Consumables & supplies	\$ 132.30
20/11/2025	Woolworths	Consumables & supplies	\$ 165.15
20/11/2025	Woolworths	Consumables & supplies	\$ 224.95
20/11/2025	Woolworths	Consumables & supplies	\$ 87.80
19/11/2025	Woolworths	Consumables & supplies	\$ 26.00
12/11/2025	Woolworths	Consumables & supplies	\$ 135.05
11/11/2025	Woolworths	Consumables & supplies	\$ 123.40
10/11/2025	Woolworths	Consumables & supplies	\$ 123.00
10/11/2025	Woolworths	Consumables & supplies	\$ 20.00
10/11/2025	Woolworths	Consumables & supplies	\$ 45.90
07/11/2025	Woolworths	Consumables & supplies	\$ 39.75
07/11/2025	Woolworths	Consumables & supplies	\$ 55.90
07/11/2025	Woolworths	Consumables & supplies	\$ 78.10
07/11/2025	Woolworths	Consumables & supplies	\$ 63.00
07/11/2025	Woolworths	Consumables & supplies	\$ 289.80

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
06/11/2025	Woolworths	Consumables & supplies	\$ 64.09
06/11/2025	Woolworths	Consumables & supplies	\$ 90.00
06/11/2025	Woolworths	Consumables & supplies	\$ 142.00
06/11/2025	Woolworths	Consumables & supplies	\$ 124.40
05/11/2025	Woolworths	Consumables & supplies	\$ 25.90
31/10/2025	South East Petroleum	Fuel supplies	\$ 938.86
28/10/2025	South East Petroleum	Fuel supplies	\$ 1,360.02
29/10/2025	South East Petroleum	Fuel supplies	\$ 871.75
28/10/2025	South East Petroleum	Fuel supplies	\$ 20,251.44
22/10/2025	South East Petroleum	Fuel supplies	\$ 1,525.59
24/10/2025	South East Petroleum	Fuel supplies	\$ 13,376.00
27/10/2025	South East Petroleum	Fuel supplies	\$ 4,274.05
27/10/2025	South East Petroleum	Fuel supplies	\$ 2,820.87
14/10/2025	South East Petroleum	Fuel supplies	\$ 3,657.28
21/10/2025	South East Petroleum	Fuel supplies	\$ 23,481.92
17/10/2025	South East Petroleum	Fuel supplies	\$ 4,113.91
17/10/2025	South East Petroleum	Fuel supplies	\$ 23,689.82
15/10/2025	South East Petroleum	Fuel supplies	\$ 1,290.06
15/10/2025	South East Petroleum	Fuel supplies	\$ 1,548.06
15/10/2025	South East Petroleum	Fuel supplies	\$ 1,266.27
14/10/2025	South East Petroleum	Fuel supplies	\$ 4,988.20
13/10/2025	South East Petroleum	Fuel supplies	\$ 20,021.65
08/10/2025	South East Petroleum	Fuel supplies	\$ 21,278.13
02/10/2025	South East Petroleum	Fuel supplies	\$ 18,451.83
08/10/2025	South East Petroleum	Fuel supplies	\$ 1,327.68
09/10/2025	South East Petroleum	Fuel supplies	\$ 20,037.00
09/10/2025	South East Petroleum	Fuel supplies	\$ 20,026.00
07/10/2025	South East Petroleum	Fuel supplies	\$ 1,083.26
01/10/2025	South East Petroleum	Fuel supplies	\$ 1,622.38
02/10/2025	South East Petroleum	Fuel supplies	\$ 4,540.82
02/10/2025	South East Petroleum	Fuel supplies	\$ 3,492.94
31/10/2025	South East Petroleum	Fuel supplies	\$ 1,512.74
31/08/2025	South East Petroleum	Fuel supplies	\$ 409.03
30/09/2025	South East Petroleum	Fuel supplies	\$ 396.84
			\$ 237,007.82

SHIRE OF ESPERANCE
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID
FOR THE PERIOD ENDING 30 NOVEMBER 2025

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques: C27780	\$1,250.60
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4849 - E4856	\$5,253,740.63
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Credit Cards

ACTUAL PAYMENTS:	Transactions: 28/10/2025 - 26/11/2025	\$29,451.91
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Paid under the delegated authority to the CEO

MUNICIPAL TOTAL: **\$5,284,443.14**

Estimated % local payments (including credit cards)

\$1,989,592.84 **37.65%**

TRUST FUND

Cheques

ACTUAL PAYMENTS:	Cheques : -	\$0.00
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EFT

ACTUAL PAYMENTS:	Transaction No's:	\$0.00
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TRUST TOTAL: **\$0.00**

TOTAL: **\$5,284,443.14**

Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16 December 2025 for confirmation in respect to accounts already paid.

Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27780	31/10/2025	386	Shire of Esperance - Petty Cash	Petty cash recoup - BOILC, Library, Admin, EHC	\$ 1,250.60
Total Creditor payments made by Cheque from Municipal Fund					\$ 1,250.60

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4849	10/11/2025	33	Australian Services Union (ASU)	Payroll deduction	\$ 450.50
E4849	10/11/2025	140	Esperance Shire Staff Jackpot	Payroll deduction	\$ 600.00
E4849	10/11/2025	154	LGRCEU	Payroll deduction	\$ 144.00
E4849	10/11/2025	1963	Child Support Agency	Payroll deduction	\$ 1,756.52
E4849	10/11/2025	4014	Australian Taxation Office	Payroll deduction	\$ 643.75
E4850	12/11/2025	260	Horizon Power	Electricity charges	\$ 86,337.54
E4850	12/11/2025	290	Telstra	Telephone charges	\$ 2,144.36
E4850	12/11/2025	2562	Commonwealth Bank of Australia	Merchant fees	\$ 5,608.30
E4850	12/11/2025	7576	Les Mills Asia Pacific	Membership package - October 2025	\$ 739.00
E4850	12/11/2025	8081	Bond Administrator Department of Commerce	Bond payment	\$ 1,720.00
E4850	12/11/2025	8117	Foxtel Cable Television Pty Limited	Foxtel subscription - November 2025	\$ 155.00
E4850	12/11/2025	8784	Sheriff's Office, Perth	Lodgement fees	\$ 354.00
E4850	12/11/2025	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 140,652.61
E4850	12/11/2025	11308	Fleetcare Pty Ltd	Fleet lease - October 2025	\$ 2,580.01
E4850	12/11/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 619.15
E4851	13/11/2025	1	Australian Taxation Office	Payroll deduction	\$ 187,142.00
E4851	13/11/2025	100	Landgate	Title searches	\$ 658.04
E4851	13/11/2025	126	Esperance Electrical Service	Electrical services	\$ 3,314.00
E4851	13/11/2025	381	Optus Communications	CCTV charges	\$ 59.99

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	395	BOC Gases	Cylinder & gas charges	\$ 401.90
E4851	13/11/2025	448	Broons Group Pty Ltd	Parts & supplies	\$ 628.71
E4851	13/11/2025	571	St John Ambulance Association in WA	Training, education and equipment	\$ 764.00
E4851	13/11/2025	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$ 155.00
E4851	13/11/2025	1215	Shire of Esperance Municipal Fund	Project retention	\$ 28,988.30
E4851	13/11/2025	1246	Esperance Districts Recreation	Sports Star of the Year	\$ 3,116.10
E4851	13/11/2025	1271	Department of Transport	Disclosure of information fees	\$ 15.30
E4851	13/11/2025	1315	Gibson Soak Water Co	Bottled water	\$ 248.00
E4851	13/11/2025	1470	Express Yourself Printing Esperance	Printing and stationery services	\$ 494.00
E4851	13/11/2025	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 396.00
E4851	13/11/2025	1662	Esperance Trim And Canvas	Canvas supplies	\$ 515.41
E4851	13/11/2025	1695	Bay of Isles Mini-Excavators	Plant hire	\$ 2,740.00
E4851	13/11/2025	2113	Banksia Medical and Health	Pre-employment medical assessment	\$ 478.50
E4851	13/11/2025	2286	Arteil (WA) Pty Ltd	Mobility equipment - EHC	\$ 3,304.40
E4851	13/11/2025	2298	Esperance Speedway Association Inc	Annual community grant funding	\$ 11,000.00
E4851	13/11/2025	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 1,254.00
E4851	13/11/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00
E4851	13/11/2025	2599	Esperance Music Festival	Small community grant funding	\$ 2,492.60
E4851	13/11/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 153.80
E4851	13/11/2025	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 154.00
E4851	13/11/2025	3484	Esperance Podiatry	Podiatry services - EHC	\$ 920.00
E4851	13/11/2025	3533	Mike Henley Mechanical & Fabrication	Vehicle servicing	\$ 1,324.76
E4851	13/11/2025	3534	Local Government Professionals	Annual membership	\$ 190.00
E4851	13/11/2025	3545	Look Brilliant Pty Ltd	Promotional materials for Edge of the Bay	\$ 11,440.00
E4851	13/11/2025	3579	Esperance Ladies Darts Association	Small community grant funding	\$ 2,963.00
E4851	13/11/2025	3687	Hope FM	Broadcasting services for Edge of the Bay	\$ 550.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	3736	Easisalary Pty Ltd	Novated lease employer payment - October 2025	\$ 607.00
E4851	13/11/2025	3752	Securepay Pty Ltd	Monthly charge	\$ 91.63
E4851	13/11/2025	3797	LED Esperance	Electrical supplies	\$ 276.54
E4851	13/11/2025	4311	R M & W G Herbert	Painting services	\$ 4,884.00
E4851	13/11/2025	4321	The Royal Life Saving Society (WA)	Training & education	\$ 157.50
E4851	13/11/2025	4567	WA Police Service	Volunteer Police checks - EHC	\$ 52.80
E4851	13/11/2025	4819	1st Esperance Scout Group	Hire charges for events	\$ 1,770.00
E4851	13/11/2025	4921	Reface Industries Pty Ltd	Parts & supplies	\$ 517.87
E4851	13/11/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 1,938.50
E4851	13/11/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,420.29
E4851	13/11/2025	5006	L G & N I Burnett	Refund	\$ 100.00
E4851	13/11/2025	5042	Officeworks Business Direct	Office & stationery supplies	\$ 1,243.90
E4851	13/11/2025	5092	Quality Publishing Australia	Maps & books for resale - EVC	\$ 972.58
E4851	13/11/2025	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$ 297.00
E4851	13/11/2025	5274	Davric Australia	Souvenirs for resale - EVC	\$ 151.25
E4851	13/11/2025	5593	G L Inkster	Refund	\$ 100.00
E4851	13/11/2025	5604	Esperance Milk Supply	Milk supplies	\$ 69.31
E4851	13/11/2025	5766	E M Austen	Jackpot winnings - Pay 10	\$ 150.00
E4851	13/11/2025	5767	Seek Limited	Advertising	\$ 1,171.50
E4851	13/11/2025	5877	Castletown Chemist	Chemist supplies - EHC	\$ 268.50
E4851	13/11/2025	5896	Toyota Financial Services	Lease payments	\$ 443.81
E4851	13/11/2025	6009	McLeods Barristers & Solicitors	Legal advice	\$ 1,170.77
E4851	13/11/2025	6147	J S & T S Hainsworth	Reimbursement	\$ 64.66
E4851	13/11/2025	6164	Data 3 Limited	Software subscription	\$ 24,752.09
E4851	13/11/2025	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 840.30
E4851	13/11/2025	6495	MCM Protection Pty Ltd	Security services	\$ 4,195.40

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	6537	ABCO Products Pty Ltd	Ablution supplies	\$ 1,152.76
E4851	13/11/2025	6897	Aptella Pty Ltd	Software subscription	\$ 7,480.00
E4851	13/11/2025	7279	S L Dahmen	Reimbursement	\$ 365.89
E4851	13/11/2025	7425	Esperance Cleaning Service	Cleaning services	\$ 9,487.50
E4851	13/11/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 1,661.30
E4851	13/11/2025	7443	L M Horn	Reimbursement	\$ 301.31
E4851	13/11/2025	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 197.80
E4851	13/11/2025	7543	G Harp	Refund	\$ 100.00
E4851	13/11/2025	7715	TD Contractors	Earthworks and plant hire	\$ 15,325.76
E4851	13/11/2025	7835	Esperance Junior Cricket Association	Small community grant funding	\$ 3,000.00
E4851	13/11/2025	7879	Drillers Ridge Pty Ltd - 8 Taylor St	Bookeasy sales - Accommodation	\$ 1,135.20
E4851	13/11/2025	8024	C A Poole	Consignment sales	\$ 44.00
E4851	13/11/2025	8227	Fulton Hogan Industries	Roadworks - Line marking	\$ 43,307.59
E4851	13/11/2025	8293	R J Meerman	Jackpot winnings - Pay 9	\$ 150.00
E4851	13/11/2025	8351	R K Campbell	Refund	\$ 45.00
E4851	13/11/2025	8459	Condungup Machinery Wreckers	Parts & supplies	\$ 476.90
E4851	13/11/2025	8644	AM Wreckers Group Pty Ltd	Vehicle towing services	\$ 440.00
E4851	13/11/2025	8800	South Regional TAFE	Training & education	\$ 151.40
E4851	13/11/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 757.53
E4851	13/11/2025	8933	Aurelia's Ice Creamery and Cafe	Catering	\$ 285.00
E4851	13/11/2025	8955	Esperance Laundry and Linen	Laundry services	\$ 339.00
E4851	13/11/2025	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$ 489.95
E4851	13/11/2025	9075	WA Library Supplies	Library shelves & supplies	\$ 594.00
E4851	13/11/2025	9079	Gymcare	Gym equipment & spares	\$ 178.99
E4851	13/11/2025	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 6,248.00
E4851	13/11/2025	9156	Bluemar Pty Ltd	Ground water monitoring services	\$ 8,800.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 2,935.00
E4851	13/11/2025	9218	Avantgarde Technologies Pty Ltd	Cloud connect subscription	\$ 3,893.56
E4851	13/11/2025	9236	T Stewarts Engineering	Steel supplies and maintenance	\$ 2,373.27
E4851	13/11/2025	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 3,311.91
E4851	13/11/2025	9274	Gibson Soak Hotel	Client & volunteer meals & activities - EHC	\$ 48.00
E4851	13/11/2025	9306	Drake-Brockman Building and Construction	Building & construction works	\$ 439,571.29
E4851	13/11/2025	9362	Lorraine Poulos & Associates Pty Ltd	Consulting services - EHC	\$ 4,396.70
E4851	13/11/2025	9371	Adam Davey Consulting	Soil testing service	\$ 5,500.00
E4851	13/11/2025	9383	Casey Australia Tours	Books for resale - Visitors Centre	\$ 450.00
E4851	13/11/2025	9431	Dudley Newton Optometrists	Prescription eye wear	\$ 1,264.00
E4851	13/11/2025	9473	Banksia Park Farm Eggs	Consumables - EHC	\$ 75.00
E4851	13/11/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 133.20
E4851	13/11/2025	9531	Esperance Island Cruises	Bookeasy - Accommodation	\$ 3,248.50
E4851	13/11/2025	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 1,721.72
E4851	13/11/2025	9578	Department of Mines, Industry Regulation and Safety	Building services levies fees - October 2025	\$ 8,907.66
E4851	13/11/2025	9639	Avon Waste	Rubbish & recycling collections	\$ 41,938.60
E4851	13/11/2025	9645	TPG Network Pty Ltd	Monthly subscription	\$ 130.90
E4851	13/11/2025	9775	B G & T Cartledge	Reimbursement	\$ 148.95
E4851	13/11/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 455.80
E4851	13/11/2025	9857	D J Kennedy	Gardening services - EHC	\$ 143.00
E4851	13/11/2025	9874	Naturaliste Charters - Whale Watching	Bookeasy sales - Tours	\$ 247.50
E4851	13/11/2025	9878	Wildflora Factory Pty Ltd	Wildflower seeds for resale - Visitors Centre	\$ 520.30
E4851	13/11/2025	9894	Calibre Care	Mobility equipment & supplies - EHC	\$ 1,073.95
E4851	13/11/2025	9903	Rail Safety Solutions	Rail safety management plan consulting	\$ 2,499.75
E4851	13/11/2025	9913	Esperance Crane Hire	Crane hire	\$ 9,504.00
E4851	13/11/2025	10115	MBIT Technologies Pty Ltd	Monthly business SMS service	\$ 11.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	10116	Settlement Hub WA	Settlement fees	\$ 7,714.90
E4851	13/11/2025	10139	Soggybones Pty Ltd	Skate coordination & pro skater - Edge of the Bay event	\$ 12,100.00
E4851	13/11/2025	10191	Silver Podiatry	Podiatry services - EHC	\$ 180.00
E4851	13/11/2025	10192	Esperance Gutter Cleaning	Gutter cleaning services	\$ 10,409.30
E4851	13/11/2025	10218	D B Ambrose	Gardening services - EHC	\$ 130.00
E4851	13/11/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,107.90
E4851	13/11/2025	10358	Esperance Weekender	Advertising	\$ 1,022.00
E4851	13/11/2025	10416	J M Smith	Rent	\$ 600.00
E4851	13/11/2025	10466	35 Degrees South	Surveying services	\$ 2,585.00
E4851	13/11/2025	10518	Townzies Turf and Gardens	Gardening services	\$ 396.00
E4851	13/11/2025	10554	L P De Haas	Refund	\$ 100.00
E4851	13/11/2025	10577	Roo Brew Pty Ltd T/A Lucky Bay Brewery	Bar stock - Civic Centre	\$ 728.92
E4851	13/11/2025	10630	Le Grande Distillery Pty Ltd	Bar stock - Civic Centre	\$ 738.02
E4851	13/11/2025	10640	Bitutek Pty Ltd	Supply & install bitumen	\$ 586,498.22
E4851	13/11/2025	10649	Bitumen Distribution Pty Ltd	Supply & delivery bitumen	\$ 12,210.00
E4851	13/11/2025	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$ 792.00
E4851	13/11/2025	10706	BGL Solutions Pty Ltd	Turf renovations	\$ 46,970.00
E4851	13/11/2025	10798	Live Life Alarms / Flight Plan Digital	Annual renewal safety pendant monitoring - EHC client	\$ 90.00
E4851	13/11/2025	10848	Retravision Esperance - JAPMR Pty Ltd	Whitegoods and equipment	\$ 398.00
E4851	13/11/2025	10859	BM Electrical WA Pty Ltd (Lister)	Electrical services & equipment	\$ 14,797.90
E4851	13/11/2025	10888	Insculpo Pty Ltd T/A Sheridan's Badges	Staff name badges order	\$ 98.18
E4851	13/11/2025	10942	Thorp Realty Pty Ltd	Refund	\$ 4,671.78
E4851	13/11/2025	10956	MBL Food & Packaging T/A South Coast Food service	Consumables & supplies	\$ 2,784.28
E4851	13/11/2025	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$ 74.97
E4851	13/11/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 2,623.50
E4851	13/11/2025	11012	Esperance Fresh Food Pty Ltd T/A IGA	Catering	\$ 157.15

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	11017	D R Shilton	Jackpot winnings - Pay 10	\$ 150.00
E4851	13/11/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 63.96
E4851	13/11/2025	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$ 390.00
E4851	13/11/2025	11172	E V Taylor	Refund	\$ 547.82
E4851	13/11/2025	11176	Tunstall Healthcare	Monitoring alarm & sim charges - EHC	\$ 62.60
E4851	13/11/2025	11191	Bay Diversified Pty Ltd	Weed control & spraying services	\$ 2,378.34
E4851	13/11/2025	11290	T A Herbert	Small community grant funding	\$ 500.00
E4851	13/11/2025	11316	BreezeConnect	Monthly subscription	\$ 48.50
E4851	13/11/2025	11330	S Starcevich	Refund	\$ 100.00
E4851	13/11/2025	11356	Good Chat Designs	Consignment sales	\$ 225.00
E4851	13/11/2025	11401	Levi's Woodworking	Consignment sales	\$ 324.00
E4851	13/11/2025	11405	Emperor's Garden Chinese Restaurant	Consumables	\$ 65.00
E4851	13/11/2025	11413	Apex Building Contractors	Construction works	\$ 2,711.94
E4851	13/11/2025	11431	Southern Suspension & 4x4 Centre	Servicing, equipment & repairs	\$ 1,718.00
E4851	13/11/2025	11435	Global Compliance Certification Pty Ltd	NDIS recertification review - EHC	\$ 1,958.00
E4851	13/11/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 40.00
E4851	13/11/2025	11492	Esperance Luxe Floral & Home Co	Wreath for Police Remembrance Day 2026	\$ 100.00
E4851	13/11/2025	11498	Paxon Consulting Group Pty Ltd	Esperance Airport runway upgrade business case	\$ 24,240.70
E4851	13/11/2025	11518	Mega Phones	Pendant monitoring - EHC	\$ 1,266.50
E4851	13/11/2025	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog baiting services	\$ 6,776.00
E4851	13/11/2025	11588	Green Thumb Gardening Esperance	Gardening services	\$ 550.00
E4851	13/11/2025	11611	Blue Dog Ag Mechanical Pty Ltd	Parts & supplies	\$ 274.24
E4851	13/11/2025	11618	Esperance Windscreens	Replacement windscreens	\$ 945.48
E4851	13/11/2025	11621	David John Coyne T/A Esperance Carpentry & Maintenance	Mobility & safety maintenance - EHC	\$ 698.50
E4851	13/11/2025	11675	Australian Baroque Ltd	Esperance Creativity in Schools project	\$ 730.68
E4851	13/11/2025	11702	JTC Contracting	Plant hire	\$ 28,099.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	11706	L J Elder	Reimbursement	\$ 173.20
E4851	13/11/2025	11711	Supagas Pty Limited	Bulk & bottled gas supplies	\$ 1,291.37
E4851	13/11/2025	11751	Karli Rae Florisson	Consultant services - Museum	\$ 1,137.40
E4851	13/11/2025	11770	Blue Haven Properties (WA) Pty Ltd	Bookeasy - Accommodation	\$ 801.90
E4851	13/11/2025	11794	Proud Entertainment Group Pty Ltd	Performance fee & travel - A Night of A 1000 Divas	\$ 3,850.00
E4851	13/11/2025	11810	H A Greive	Reimbursement	\$ 880.10
E4851	13/11/2025	11814	GJ & JL Fisher	Plant hire	\$ 4,331.25
E4851	13/11/2025	11825	WorkFocus Australia Pty Ltd	Return to work consulting services	\$ 1,683.23
E4851	13/11/2025	11839	Absolute Hot Water & Gas	Plumbing services	\$ 1,471.86
E4851	13/11/2025	11844	Daniel Enterprises WA Pty Ltd	Mechanical parts, services and repairs	\$ 405.41
E4851	13/11/2025	11851	Pink Lake IGA	Consumables & supplies	\$ 560.30
E4851	13/11/2025	11855	Liquor Merchant Holdings	Refreshments	\$ 319.94
E4851	13/11/2025	11875	Celestial Nature	Consignment sales	\$ 220.80
E4851	13/11/2025	11898	SEA Heavy Diesel Pty Ltd	Mechanical parts, services and repairs	\$ 4,815.10
E4851	13/11/2025	11913	Madden Rural	Cement supplies	\$ 6,023.16
E4851	13/11/2025	11924	Oak Mechanical TA JK HD Mechanical	Mechanical parts, services and repairs	\$ 7,210.50
E4851	13/11/2025	11941	High Tide - Esperance	Bookeasy sales - Accommodation	\$ 642.42
E4851	13/11/2025	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	\$ 5,242.94
E4851	13/11/2025	11950	Esperance & Districts Glass Pty Ltd	Glass repairs & services	\$ 330.00
E4851	13/11/2025	11978	G A McWilliam	Refund	\$ 100.00
E4851	13/11/2025	11979	David Ashley Photography	Farewell gift	\$ 165.00
E4851	13/11/2025	11980	Lock, Stock & Farrell Locksmith Pty Ltd	Key & lock parts & supplies	\$ 169.50
E4851	13/11/2025	11984	Raising Literacy Australia Incorporation	Training & education	\$ 150.00
E4851	13/11/2025	11990	L Bowkett	Small community grant funding	\$ 300.00
E4851	13/11/2025	11992	R Knox	Performance fee - Morning Melodies	\$ 200.00
E4851	13/11/2025	11993	E K Paterson	Refund	\$ 390.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	11994	Old Time Holdings Pty Ltd	Refund	\$ 1,500.00
E4851	13/11/2025	11995	D E Johnson	Refund	\$ 1,160.33
E4851	13/11/2025	11996	Esperance Autos	Parts & supplies	\$ 440.00
E4851	13/11/2025	11998	S Waters	Small community grant funding	\$ 300.00
E4851	13/11/2025	12000	R B & D P Schmitt	Refund	\$ 796.90
E4851	13/11/2025	12001	T M Lee	Jackpot winnings - Pay 9	\$ 150.00
E4851	13/11/2025	12003	R Rudnytsky	Performance fee	\$ 2,000.00
E4851	13/11/2025	12004	C Batkin	Refund	\$ 30.00
E4851	13/11/2025	12005	Esperance Men's Darts Association Inc	Small community grant funding	\$ 3,000.00
E4851	13/11/2025	12006	P E Greig	Refund	\$ 1,659.68
E4851	13/11/2025	12007	M Green	Reimbursement	\$ 337.20
E4851	13/11/2025	12009	L F Basey-Fisher	Refund	\$ 110.00
E4851	13/11/2025	12010	S Allison	Refund	\$ 297.00
E4851	13/11/2025	12011	M J Baker	Refund	\$ 599.75
E4851	13/11/2025	12012	Coerco Pty Ltd	Irrigation parts & supplies	\$ 7,498.92
E4852	19/11/2025	26	Blackwoods Atkins	Parts & equipment	\$ 3,325.90
E4852	19/11/2025	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$ 6,086.10
E4852	19/11/2025	63	Bunnings Ltd*	Hardware	\$ 10,772.95
E4852	19/11/2025	112	Esperance Ag Services	Parts & equipment	\$ 1,468.60
E4852	19/11/2025	287	Swans Veterinary Services	Veterinary services	\$ 1,285.85
E4852	19/11/2025	323	Westrac Equipment Pty Ltd	New Caterpillar grader, plant parts & repairs	\$ 848,957.89
E4852	19/11/2025	707	Haslams	Protective clothing	\$ 4,172.00
E4852	19/11/2025	1259	South East Petroleum*	Fuel supplies	\$ 221,335.79
E4852	19/11/2025	1291	Sharpe Brothers Pty Ltd	Concrete supplies	\$ 165.00
E4852	19/11/2025	1307	Feature Paints	Paint supplies	\$ 2,757.30
E4852	19/11/2025	1461	Kip & Steve's Mechanical Repairs	Parts & supplies	\$ 943.06

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4852	19/11/2025	1485	Freight Lines Group	Freight charges	\$ 14,798.97
E4852	19/11/2025	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$ 2,557.96
E4852	19/11/2025	2188	Star Transport	Freight charges	\$ 796.90
E4852	19/11/2025	2246	Cutting Edges Pty Ltd	Parts & supplies	\$ 3,171.50
E4852	19/11/2025	2297	Major Motors Pty Ltd	Parts & supplies	\$ 682.09
E4852	19/11/2025	2333	Winc Australia Pty Limited	Stationery & office supplies	\$ 2,548.75
E4852	19/11/2025	3366	Bullivants Pty Ltd	Equipment & parts	\$ 2,263.21
E4852	19/11/2025	3774	Goodchild Enterprises	Battery parts & supplies	\$ 1,057.10
E4852	19/11/2025	3898	Tutt Bryant Equipment	Parts & supplies	\$ 1,082.95
E4852	19/11/2025	4210	Farm & General EOPP	Parts & supplies	\$ 13,136.63
E4852	19/11/2025	5215	Public Transport Authority of WA	TransWA - October 2025	\$ 7,240.19
E4852	19/11/2025	5503	David Gray & Co Pty Ltd	Waste supplies & equipment	\$ 1,804.35
E4852	19/11/2025	5908	Heatley Sales Pty Ltd	Parts & spares	\$ 235.99
E4852	19/11/2025	6183	Kleen West	Cleaning supplies	\$ 9,984.73
E4852	19/11/2025	6407	Dell Australia Pty Limited	Computer supplies & equipment	\$ 10,956.40
E4852	19/11/2025	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$ 162,556.06
E4852	19/11/2025	6873	WT Hydraulics	Parts & supplies	\$ 472.28
E4852	19/11/2025	8581	Esperance Camping Galore T/A Barbeque Galore	Event supplies	\$ 299.96
E4852	19/11/2025	8959	Topsigns	Various signage supplies	\$ 2,598.64
E4852	19/11/2025	9006	Corsign WA Pty Ltd	Various signage supplies	\$ 11,666.05
E4852	19/11/2025	9022	AFGRI Equipment Australia Pty Ltd	Oil filter parts & spares	\$ 1,319.36
E4852	19/11/2025	9170	ThermoAir	Air conditioning services	\$ 4,151.69
E4852	19/11/2025	9188	Agwest Machinery	Parts & spares	\$ 1,504.59
E4852	19/11/2025	9210	McIntosh & Son W.A.	Parts & spares	\$ 1,243.22
E4852	19/11/2025	9428	Preview Industries Australia Pty Ltd	Library supplies	\$ 1,362.55
E4852	19/11/2025	9574	Clarke & Stokes Agriservices Pty Ltd	Parts & spares	\$ 7,247.70

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4852	19/11/2025	9681	Murphys Spray & Blast Equipment	Spray & blast equipment	\$ 2,223.07
E4852	19/11/2025	9948	Rotech Auto-Electrical and Mechanical	Parts, labour & servicing	\$ 143.43
E4852	19/11/2025	10701	Esperance Truck Pro Pty Ltd	Parts & spares	\$ 843.24
E4852	19/11/2025	10741	Esperance Rural Supplies - Elders	Materials & supplies	\$ 152.84
E4852	19/11/2025	10800	Airport Consultancy Group - Engineering	Airport upgrade consultant services	\$ 15,752.00
E4852	19/11/2025	10943	Kaebel Leisure Pty Ltd	Outdoor playground parts & equipment	\$ 4,334.00
E4852	19/11/2025	10993	Etech WA Pty Ltd T/As Esperance Communication	Printing charges, electronics supplies & services	\$ 5,899.26
E4852	19/11/2025	11082	South East Petroleum - BFB Accounts	Fuel supplies	\$ 2,318.61
E4852	19/11/2025	11160	Sigma Telford Group	Pool supplies & materials	\$ 643.72
E4852	19/11/2025	11211	Yungatha Pty Ltd	Traffic signage and road supplies	\$ 1,375.00
E4852	19/11/2025	11298	Alcolizer Technology Pty Ltd	Onsite drug & alcohol screening	\$ 2,044.89
E4852	19/11/2025	11378	Auscor Pty Ltd	Maintenance & materials	\$ 8,376.50
E4852	19/11/2025	11461	Welrick Transport Pty Ltd	Freight charges	\$ 86.85
E4852	19/11/2025	11546	ASV Sales & Service (WA) Pty Ltd	Parts & hardware	\$ 1,122.61
E4852	19/11/2025	11571	Wyoming Transport	Freight charges	\$ 12,978.26
E4852	19/11/2025	11840	Powerplant Motorcycles	Power tools, parts and equipment	\$ 3,076.25
E4852	19/11/2025	12017	D P Hawkins	Refund	\$ 40.50
E4853	21/11/2025	260	Horizon Power	Electricity charges	\$ 41,682.05
E4853	21/11/2025	290	Telstra	Telephone charges	\$ 1,185.80
E4853	21/11/2025	8081	Bond Administrator Department of Commerce	Bond	\$ 1,980.00
E4853	21/11/2025	8784	Sheriff's Office, Perth	Lodgement fees	\$ 177.00
E4853	21/11/2025	9997	Sandwai Pty Ltd	Monthly admin & mobile user fees - EHC	\$ 2,356.20
E4853	21/11/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 616.64
E4854	24/11/2025	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 48,943.40
E4854	24/11/2025	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$ 31,343.40
E4854	24/11/2025	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 140,888.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4854	24/11/2025	7679	G & B Haulage	Roadworks	\$ 43,197.00
E4854	24/11/2025	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$ 37,152.50
E4854	24/11/2025	8317	Titan Contracting	Mowing services & traffic control	\$ 77,304.15
E4854	24/11/2025	10615	Quaintrelle (WA) Pty Ltd	Hire of street sweeper	\$ 24,239.35
E4854	24/11/2025	11537	CB Traffic Solutions Pty Ltd	Traffic control	\$ 28,433.38
E4855	27/11/2025	1	Australian Taxation Office	Payroll deduction	\$ 186,100.00
E4855	27/11/2025	100	Landgate	Title searches	\$ 48.48
E4855	27/11/2025	126	Esperance Electrical Service	Electrical services	\$ 5,261.00
E4855	27/11/2025	184	Best Western Hospitality Inn Esperance	Bookeasy sales - Accommodation	\$ 423.72
E4855	27/11/2025	187	Ixon Operations Pty Ltd	Cylinder & gas charges	\$ 2,813.45
E4855	27/11/2025	395	BOC Gases	Cylinder & gas charges	\$ 135.86
E4855	27/11/2025	410	Pink Lake Butchers	Consumables	\$ 1,396.95
E4855	27/11/2025	571	St John Ambulance Association in WA	First Aid and CPR training	\$ 269.00
E4855	27/11/2025	800	Civica Pty Limited	Initiation - P2P Invoicing module	\$ 5,350.40
E4855	27/11/2025	1148	Woodlands Distributors and Agencies	Dog waste bags	\$ 917.40
E4855	27/11/2025	1189	Esperance Senior High School	Donation	\$ 150.00
E4855	27/11/2025	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$ 95.01
E4855	27/11/2025	1323	LGIS WA - WALGA Municipal Liability	Motor vehicle excess claim	\$ 1,000.00
E4855	27/11/2025	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$ 320.40
E4855	27/11/2025	1435	Carroll & Richardson - Flagworld	New street banners	\$ 1,624.10
E4855	27/11/2025	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 6,764.45
E4855	27/11/2025	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 349.20
E4855	27/11/2025	1662	Esperance Trim And Canvas	Canvas supplies	\$ 87.00
E4855	27/11/2025	1695	Bay of Isles Mini-Excavators	Plant hire, septic & grease trap services	\$ 950.00
E4855	27/11/2025	1863	Zipform Electronic Print & Mail	Preparation and delivery of second instalment rates notices	\$ 2,987.19
E4855	27/11/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	2655	The Lions Club of Esperance	Consumables - EHC	\$ 152.00
E4855	27/11/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 455.95
E4855	27/11/2025	2828	Department of Fire and Emergency	Emergency services levy payments	\$ 330,564.33
E4855	27/11/2025	2861	Wongutha-CAPS School	Donation	\$ 150.00
E4855	27/11/2025	2881	Munglinup Primary School	Donation	\$ 75.00
E4855	27/11/2025	2927	Innertube Surf Shop	Skate decks for Edge of the Bay event	\$ 200.00
E4855	27/11/2025	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 1,819.45
E4855	27/11/2025	3508	Noise and Vibration Measurement Systems	Calibration services for equipment	\$ 1,423.40
E4855	27/11/2025	3545	Look Brilliant Pty Ltd	Promotional materials	\$ 1,333.75
E4855	27/11/2025	3604	Kelyn Training Services	Training & education	\$ 550.00
E4855	27/11/2025	3835	WA Local Government Association	Training & education	\$ 166.50
E4855	27/11/2025	4148	Bay of Isles Community Outreach Inc	Confidential shredding	\$ 240.00
E4855	27/11/2025	4404	Wren Oil	Oil waste disposal services	\$ 412.50
E4855	27/11/2025	4553	CFC Holdings Pty Ltd	Parts & spares	\$ 797.84
E4855	27/11/2025	4567	WA Police Service	Volunteer Police checks - EHC	\$ 35.20
E4855	27/11/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 266.75
E4855	27/11/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,160.18
E4855	27/11/2025	5039	Department of Agriculture, Fisheries & Forestry	Audit services	\$ 681.00
E4855	27/11/2025	5042	Officeworks Business Direct	Stationery & office supplies	\$ 1,114.72
E4855	27/11/2025	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$ 423.00
E4855	27/11/2025	5448	Osborne Motor Bodies	Annual inspection and repairs	\$ 1,265.00
E4855	27/11/2025	5604	Esperance Milk Supply	Milk supplies	\$ 207.93
E4855	27/11/2025	5767	Seek Limited	Advertising positions vacant	\$ 1,320.00
E4855	27/11/2025	5793	Tradelink Esperance	Plumbing supplies	\$ 800.97
E4855	27/11/2025	6024	SeatAdvisor Pty Ltd	Ticket sales - October 2025	\$ 324.72
E4855	27/11/2025	6164	Data 3 Limited	Secure cloud backup services	\$ 630.53

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 1,906.15
E4855	27/11/2025	6537	ABCO Products Pty Ltd	Ablution supplies	\$ 1,153.16
E4855	27/11/2025	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 163.40
E4855	27/11/2025	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 10,516.00
E4855	27/11/2025	6641	DMS Diesels	Servicing, repairs & parts	\$ 15,109.86
E4855	27/11/2025	6765	D A Christie Pty Ltd	Public barbeque equipment & supplies	\$ 29,029.00
E4855	27/11/2025	7043	Connect Call Centre Services	Monthly call centre service	\$ 120.12
E4855	27/11/2025	7146	United Equipment Pty Ltd	Parts & supplies	\$ 102.92
E4855	27/11/2025	7279	S L Dahmen	Reimbursement	\$ 44.00
E4855	27/11/2025	7285	C M Hoffrichter	Jackpot winnings - Pay 11	\$ 150.00
E4855	27/11/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 2,808.85
E4855	27/11/2025	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 1,247.00
E4855	27/11/2025	7583	Slimline Warehouse	Stationery & display materials - Museum	\$ 483.12
E4855	27/11/2025	7803	Dr T W Pearn	Pre-employment medical assessment	\$ 220.00
E4855	27/11/2025	7879	Drillers Ridge Pty Ltd - 8 Taylor St	Bookeasy sales - Accommodation	\$ 954.60
E4855	27/11/2025	8024	C A Poole	Consignment sales	\$ 44.00
E4855	27/11/2025	8459	Condungup Machinery Wreckers	Parts & supplies	\$ 84.26
E4855	27/11/2025	8467	Dixon Construction	Project retention	\$ 17,678.31
E4855	27/11/2025	8510	4 Cabling Pty Ltd	Parts & supplies	\$ 509.75
E4855	27/11/2025	8567	Esperance Mobility Sales & Service	Mobility equipment & supplies	\$ 335.00
E4855	27/11/2025	8626	Gower Industries	Parts & supplies	\$ 218.25
E4855	27/11/2025	8643	Aquamonix Pty Limited	Irrigation equipment	\$ 3,994.65
E4855	27/11/2025	8717	Western Irrigation Pty Ltd	Irrigation works - Grass Patch	\$ 44,070.01
E4855	27/11/2025	8757	JB Hi-Fi Group Pty Ltd	Computer equipment & supplies	\$ 357.53
E4855	27/11/2025	8768	Central Regional Tafe	Training & education	\$ 911.90
E4855	27/11/2025	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 200.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	8800	South Regional TAFE	Training and education	\$ 48.92
E4855	27/11/2025	8835	Sir Juice	Catering	\$ 175.40
E4855	27/11/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 3,577.10
E4855	27/11/2025	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 31,780.28
E4855	27/11/2025	8989	Envirolab Services (WA) Pty Ltd	Bore monitoring	\$ 4,121.27
E4855	27/11/2025	9138	Department of Biodiversity Conservation	Visitor park passes - Visitors Centre	\$ 4,500.00
E4855	27/11/2025	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 3,630.00
E4855	27/11/2025	9207	Datacom Systems (AU) Pty Ltd	Printer toners & supplies	\$ 1,353.56
E4855	27/11/2025	9218	Avantgarde Technologies Pty Ltd	CCTV maintenance and cloud connect subscription	\$ 27,527.28
E4855	27/11/2025	9236	T Stewarts Engineering	Supply, fabricate, materials & parts	\$ 1,937.21
E4855	27/11/2025	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 617.91
E4855	27/11/2025	9302	H & H Architects	Design and consulting works	\$ 76,638.93
E4855	27/11/2025	9308	Florissons Home Furnishers	Office furniture	\$ 2,300.00
E4855	27/11/2025	9415	J Bell	Poster delivery for events	\$ 200.00
E4855	27/11/2025	9473	Banksia Park Farm Eggs	Consumables - EHC	\$ 90.00
E4855	27/11/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 110.40
E4855	27/11/2025	9531	Esperance Island Cruises	Consignment sales	\$ 2,471.00
E4855	27/11/2025	9542	MCD Contracting Pty Ltd	Plant hire and assistance for fire mitigation incident	\$ 12,002.00
E4855	27/11/2025	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 270.44
E4855	27/11/2025	9639	Avon Waste	Rubbish & recycling collections	\$ 93,570.24
E4855	27/11/2025	9783	J C Reynolds	Reimbursement	\$ 60.00
E4855	27/11/2025	9802	Yirri Grove Pty Ltd	Client meals & activities - EHC	\$ 80.00
E4855	27/11/2025	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$ 108.00
E4855	27/11/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 597.70
E4855	27/11/2025	9911	B D Partington Building Contractors	Design & construction works	\$ 10,927.50
E4855	27/11/2025	10142	R-Group International Pty Ltd	Teams phone package - October 2025	\$ 3,240.88

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	10166	The Trustee for GCM Agencies Unit	Parts & supplies	\$ 2,238.50
E4855	27/11/2025	10192	Esperance Gutter Cleaning	Gutter cleaning services	\$ 5,775.00
E4855	27/11/2025	10218	D B Ambrose	Gardening services	\$ 585.00
E4855	27/11/2025	10229	D1 Store Pty Ltd	Annual software subscription	\$ 2,600.00
E4855	27/11/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,544.34
E4855	27/11/2025	10358	Esperance Weekender	Advertising	\$ 1,374.00
E4855	27/11/2025	10400	Eco Shark Barrier Pty Ltd	Maintenance, inspection and repairs	\$ 31,570.00
E4855	27/11/2025	10416	J M Smith	Rent	\$ 600.00
E4855	27/11/2025	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 448.25
E4855	27/11/2025	10565	Food Safety Plus Pty Ltd	Regulatory food safety audit	\$ 1,137.86
E4855	27/11/2025	10702	JLM Surveys Pty Ltd	Surveyor services	\$ 2,200.00
E4855	27/11/2025	10713	Moore Australia Audit (WA)	Auditing charges	\$ 2,640.00
E4855	27/11/2025	10757	In Motion Esperance	Pre-employment medical assessment	\$ 440.00
E4855	27/11/2025	10835	Premium Publishers - Vanguard	Advertising	\$ 3,465.00
E4855	27/11/2025	10867	Department of the Premier and Cabinet	Fire hazard reduction notice publication	\$ 372.69
E4855	27/11/2025	10888	Insculpo Pty Ltd T/A Sheridan's Badges	Staff name badge order	\$ 314.33
E4855	27/11/2025	10931	Safetek Solutions Pty Ltd	Parts & supplies	\$ 172.15
E4855	27/11/2025	10942	Thorp Realty Pty Ltd	Rent	\$ 1,240.00
E4855	27/11/2025	10949	Bistro Louis Pty Ltd	Catering - Seniors Christmas event	\$ 13,455.00
E4855	27/11/2025	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables and supplies	\$ 3,716.56
E4855	27/11/2025	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$ 2,049.16
E4855	27/11/2025	10964	Boulevard News Esperance	Stationery & office supplies	\$ 177.15
E4855	27/11/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 1,303.50
E4855	27/11/2025	11012	Esperance Fresh Food Pty Ltd T/A IGA	Consumables & supplies	\$ 71.49
E4855	27/11/2025	11034	Cloud Eleven Esperance Pty Ltd	Client meals and activities - EHC	\$ 437.40
E4855	27/11/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 24.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	11110	Esperance Outdoor Power Equipment	Power tools & equipment	\$ 1,198.00
E4855	27/11/2025	11191	Bay Diversified Pty Ltd	Weed monitoring & control services	\$ 2,861.49
E4855	27/11/2025	11244	Motel Brothers Pty Ltd T/as The Jetty Motel	Bookeasy sales - Accommodation	\$ 324.00
E4855	27/11/2025	11271	Coldtrek Distribution Group	Consumables - BOILC	\$ 376.30
E4855	27/11/2025	11348	B L Hough-Neilson	Reimbursement	\$ 188.97
E4855	27/11/2025	11356	Good Chat Designs	Consignment sales	\$ 362.00
E4855	27/11/2025	11371	G M Mais	Jackpot winnings - Pay 11	\$ 150.00
E4855	27/11/2025	11384	CNE Ag Innovations Pty Ltd	Repairs, parts and supplies	\$ 434.50
E4855	27/11/2025	11401	Levi's Woodworking	Consignment sales	\$ 115.20
E4855	27/11/2025	11431	Southern Suspension & 4x4 Centre	Servicing, repairs & parts	\$ 7,118.70
E4855	27/11/2025	11435	Global Compliance Certification Pty	NDIS re-certification audit - Stage 2	\$ 3,916.00
E4855	27/11/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 20.00
E4855	27/11/2025	11518	Mega Phones	Monthly pendant monitoring & equipment	\$ 854.00
E4855	27/11/2025	11588	Green Thumb Gardening Esperance	Gardening services	\$ 44.00
E4855	27/11/2025	11609	Dohoa Design	Graphic design services	\$ 600.00
E4855	27/11/2025	11611	Blue Dog Ag Mechanical PTY LTD	Hydraulic fittings & parts	\$ 28.27
E4855	27/11/2025	11613	Meals on Wheels WA Inc	Annual membership	\$ 100.00
E4855	27/11/2025	11659	Esperance Toy Library Incorporated	Small community grant funding	\$ 500.00
E4855	27/11/2025	11669	K L Bridges	Refund	\$ 910.00
E4855	27/11/2025	11698	Bookeasy Australia Pty Ltd	Monthly commission charges	\$ 392.19
E4855	27/11/2025	11711	Supagas Pty Limited	Gas bulk & bottle charges	\$ 1,858.80
E4855	27/11/2025	11717	Enhanced Design & Drafting (N&T Lang)	Drafting services	\$ 1,886.50
E4855	27/11/2025	11751	Karli Rae Florisson	Consignment sales	\$ 124.80
E4855	27/11/2025	11764	U O Painelaf	Reimbursement	\$ 500.60
E4855	27/11/2025	11839	Absolute Hot Water & Gas	Plumbing services	\$ 860.49
E4855	27/11/2025	11844	Daniel Enterprises WA PTY LTD	Mechanical, repairs and parts	\$ 665.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	11851	Pink Lake IGA	Consumables & supplies	\$ 641.00
E4855	27/11/2025	11875	Celestial Nature	Consignment sales	\$ 81.60
E4855	27/11/2025	11898	SEA Heavy Diesel Pty Ltd	Servicing, repairs and parts	\$ 4,294.65
E4855	27/11/2025	11901	Esperance Auto Detailing	Vehicle detailing services	\$ 300.00
E4855	27/11/2025	11902	Starcevich Electrical	Electrical services	\$ 1,551.15
E4855	27/11/2025	11924	Oak Mechanical TA JK HD Mechanical	Mechanical services	\$ 7,867.42
E4855	27/11/2025	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	\$ 7,726.03
E4855	27/11/2025	11961	Ctrl+Create	Photography services	\$ 665.00
E4855	27/11/2025	11997	Luxe Floral and Home Co	Flowers	\$ 260.00
E4855	27/11/2025	12008	T Edwards	Refund	\$ 30.00
E4855	27/11/2025	12015	S L Thomas	Refund	\$ 1,703.60
E4855	27/11/2025	12016	Tracey Henderson Consulting Pty Ltd	Training & education	\$ 5,373.00
E4855	27/11/2025	12018	D Adams	Refund	\$ 30.00
E4855	27/11/2025	12020	N R Dunham	Refund	\$ 140.00
E4855	27/11/2025	12025	C L Oversby	Reimbursement	\$ 374.50
E4855	27/11/2025	12026	L G May	Refund	\$ 297.00
E4855	27/11/2025	12027	Jugal Investments Pty Ltd	Refund	\$ 1,718.00
E4855	27/11/2025	12028	D J Andre	Refund	\$ 100.00
E4855	27/11/2025	12029	M T Brown	Reimbursement	\$ 1,397.00
E4855	27/11/2025	12030	T L Fisher	Reimbursement	\$ 14,073.00
E4856	28/11/2025	32	Australia Post	Postage	\$ 4,820.03
E4856	28/11/2025	260	Horizon Power	Electricity charges	\$ 12,797.34
E4856	28/11/2025	290	Telstra	Telephone charges	\$ 1,019.74
E4856	28/11/2025	392	Water Corporation	Water usage charges	\$ 1,167.66
E4856	28/11/2025	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 142,148.74
Total Creditor payments made by EFT from Municipal Fund					\$ 5,253,740.63

Item: 12.3.2

Financial Services Report - December 2025

Author/s	Sarah Bridge Roselyn Hamilton	Corporate Accountant Manager Financial Services
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/33673

Executive Summary

To present to Council the Monthly Financial Report for the period ending 30 November 2025.

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Attachments

A. Monthly Financial Report November 2025

Item: 12.3.2 Financial Services Report - December 2025

Moved: Cr de Haas
Seconded: Cr Harp

O1225-097

Council Resolution

That Council receive the attached report entitled Monthly Financial Report for the month of November 2025.

CARRIED
F9 - A0

*For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers*



SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

NOVEMBER 2025

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES COMPIILATION REPORT

MEETING DATE:	16 DECEMBER 2025
ACCOUNTING PERIOD:	PERIOD ENDED 30 NOVEMBER 2025
MATERIALITY THRESHOLD:	\$100,000 OR 10%

OVERVIEW

The Statement of Financial Activity shows a surplus at 30 November of \$24,087,445.

RATES COLLECTED

Rates collected at the end of November were 82.96%. Collections at the same time last year were 83.38%.

2025-2026 FINANCIAL YEAR

Audit attended the Shire of Esperance from 16 - 19 September. This final audit will review the last 5 months of transactions, end of financial year reconciliations as well as the draft financial statements. The finance team are finalising this process, with the Audit Exit Meeting scheduled for early December. Due to amendments made when preparing the financials, there is additional surplus of circa \$14,598. Following completion of audit, this movement will be put forward for Council's review.

REGIONAL EXPRESS PTY LTD

The Shire is in communication with the administrators of Regional Express Pty Ltd. A proof of debt has been lodged to the value of \$440,587.41 up to the 30th July 2024, when administration commenced. On November 04, 2025, Federal Government announced a \$5 million support program for regional and remote airports affected by Rex Airlines' voluntary administration. The Shire will monitor this program and apply for funding where able.

WORKING CAPITAL

The Council is solvent and I do not consider there any matters of liquidity affecting business continuity that I would bring to Council's attention.

Current surplus at the end of October is \$24,087,445. The surplus is shown on the bottom of the Statement of Financial Activity and also on the Composition of Net Current Assets. It represents our ability to meet the short-term demands of our suppliers.

Liquidity (surplus) is circa \$850k down compared to the same time last year, this is due to an increase in capital expenditure year to date in comparison with previous year mainly attributable to the replacement of Graham Mackenzie Stadium. Grant funding is expected to be received later in the financial year and a loan is budgeted and will be actioned when the total cost of the project is known.

Unrestricted cash at bank is \$51,953,571 and this is shown on the Statement of Financial Position. Reserve balance is \$30,975,063, also shown on the Statement of Financial Position.

Sarah Bridge
Corporate Accountant

**SHIRE OF ESPERANCE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	2025-26 Budget	2025-26 Budget YTD	2025-26 Actual YTD
	\$	\$	\$
Revenue			
Rates	28,077,679	27,696,232	27,973,622
Grants, subsidies and contributions	11,778,094	5,114,060	4,869,510
Fees and charges	12,565,051	6,546,901	7,334,292
Interest revenue	1,801,500	430,903	657,926
Other revenue	2,058,999	330,954	532,537
	56,281,323	40,119,050	41,367,886
Expenses			
Employee costs	(25,013,978)	(10,410,862)	(9,895,394)
Materials and contracts	(19,777,450)	(5,023,743)	(5,485,340)
Utility charges	(1,476,201)	(504,368)	(505,679)
Depreciation	(23,684,722)	(9,742,871)	-
Finance costs	(83,670)	(8,429)	(11,687)
Insurance	(958,994)	(958,805)	(914,431)
Other expenditure	(865,739)	(508,290)	(542,287)
	(71,860,754)	(27,157,368)	(17,354,818)
	(15,579,431)	12,961,682	24,013,068
Capital grants, subsidies and contributions	36,174,101	4,399,160	4,634,140
Profit on asset disposals	199,233	-	-
Loss on asset disposals	(75,216)	-	-
	36,298,118	4,399,160	4,634,140
Net result for the period	20,718,687	17,360,842	28,647,209
Other comprehensive income for the period			
<i>Items that will not be reclassified subsequently to profit or loss</i>			
Changes in asset revaluation surplus	-	-	-
Total other comprehensive income for the period	-	-	-
Total comprehensive income for the period	20,718,687	17,360,842	28,647,209

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	2025-26 Budget (a)	2025-26 Budget YTD (b)	2025-26 Actual YTD (c)	2025-26 Variance ((c)-(b))/(b)	
	\$	\$	\$	\$	%
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	28,077,679	27,696,232	27,973,622	277,390	1% ♦
Grants, subsidies and contributions	11,778,094	5,114,060	4,869,510	(244,550)	-5% ♦
Fees and charges	12,565,051	6,546,901	7,334,292	787,391	12% ♦
Interest revenue	1,801,500	430,903	657,926	227,023	53% ♦
Other revenue	2,058,999	330,954	532,537	201,583	61% ♦
Profit on asset disposals	199,233	-	-	-	-
	56,480,556	40,119,050	41,367,887	1,248,837	3%
Expenditure from operating activities					
Employee costs	(25,013,978)	(10,410,862)	(9,895,394)	515,468	-5% ♦
Materials and contracts	(19,552,450)	(5,023,743)	(5,485,340)	(461,597)	9% ♦
Utility charges	(1,476,201)	(504,368)	(505,679)	(1,311)	0%
Depreciation	(23,684,722)	(9,742,871)	-	9,742,871	-100% ♦
Finance costs	(83,670)	(8,429)	(11,687)	(3,258)	39% ♦
Insurance	(958,994)	(958,805)	(914,431)	44,374	-5%
Other expenditure	(865,739)	(508,290)	(542,287)	(33,997)	7%
Loss on asset disposals	(75,216)	-	-	-	-
	(71,710,970)	(27,157,368)	(17,354,818)	9,802,550	-36%
TOTAL OPERATING ACTIVITIES	(15,230,414)	12,961,682	24,013,069	11,051,387	85%
NON-OPERATING ACTIVITIES					
Inflows from non-operating activities					
Capital grants, subsidies and contributions	36,174,101	4,399,160	4,634,140	234,980	5% ♦
Proceeds from disposal of assets	1,345,000	-	273,069	273,069	-
Proceeds - self supporting loans	107,724	47,382	47,382	-	0%
Proceeds on other loans and receivables	2,734,907	-	-	-	-
	40,361,732	4,446,542	4,954,591	508,049	11%
Outflows from non-operating activities					
Right of use assets received - non cash	-	-	-	-	-
Payments for land held for resale	(1,000,000)	-	(2,123)	(2,123)	-
Payments for property, plant and equipment	(49,532,881)	(3,883,853)	(9,192,798)	(5,308,945)	137% ♦
Payments for construction of infrastructure	(19,865,154)	(5,588,507)	(6,144,110)	(555,603)	10% ♦
Repayment of Borrowings	(167,663)	(38,608)	(38,609)	(1)	0%
	(70,565,698)	(9,510,968)	(15,377,640)	(5,866,672)	62%
TOTAL NON-OPERATING ACTIVITIES	(30,203,966)	(5,064,426)	(10,423,049)	(5,358,623)	106%
NON CASH AMOUNTS EXCLUDED					
Depreciation	23,684,722	9,742,871	-	(9,742,871)	-100% ♦
Loss on asset disposals	75,216	-	-	-	-
Profit on asset disposals	(199,233)	-	-	-	-
Provisions & accruals	279,652	363	85,099	84,736	23343% ♦
Movement of Non-Current Receivables	-	-	300	300	-
TOTAL NON-CASH AMOUNTS EXCLUDED	23,840,357	9,743,234	85,399	(9,657,835)	-99%
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus at the start of the financial year	2,795,133	2,795,133	2,809,731	14,598	1%
Amount attributable to operating Activities	(15,230,414)	12,961,682	24,013,069	11,051,387	85%
Amount attributable to non-operating Activities	(30,203,966)	(5,064,426)	(10,423,049)	(5,358,623)	106%
Non-cash amounts excluded	23,840,357	9,743,234	85,399	(9,657,835)	-99%
Reserve Movements	18,754,453	2,151,406	7,602,295	5,450,889	253% ♦
Surplus/(deficit) remaining after the imposition of general rates	(44,437)	22,587,029	24,087,445	1,500,416	7%

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	51,953,571	47,273,666
Trade & other receivables	8,089,342	1,261,614
Inventories	1,148,882	958,766
TOTAL CURRENT ASSETS	61,191,795	49,494,046
NON-CURRENT ASSETS		
Other receivables	1,022,896	1,023,196
Inventories	3,859,610	3,859,610
Property, plant & equipment	133,767,622	133,767,622
Infrastructure	600,823,100	600,823,100
TOTAL NON-CURRENT ASSETS	739,473,228	739,473,528
TOTAL ASSETS	800,665,023	788,967,574
CURRENT LIABILITIES		
Trade & other payables	3,163,398	5,476,353
Borrowings	198,648	198,648
Provisions	3,986,758	3,750,937
Other current liabilities	184,565	-
TOTAL CURRENT LIABILITIES	7,533,369	9,425,938
NON-CURRENT LIABILITIES		
Borrowings	1,538,850	1,538,850
Provisions	5,324,408	5,324,408
TOTAL NON-CURRENT LIABILITIES	6,863,258	6,863,258
TOTAL LIABILITIES	14,396,627	16,289,196
NET ASSETS	786,268,396	772,678,378
EQUITY		
Revaluation surplus	402,620,856	402,620,856
Reserve accounts	30,975,063	38,577,357
Retained surplus	352,672,477	331,480,165
TOTAL EQUITY	786,268,396	772,678,378

**SHIRE OF ESPERANCE
COMPOSITION OF NET CURRENT ASSETS
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	51,953,571	47,273,666
Trade & other receivables	8,089,342	1,261,614
Inventories	1,233,287	1,043,171
TOTAL CURRENT ASSETS	61,276,200	49,578,451
CURRENT LIABILITIES		
Trade & other payables	3,163,397	5,476,353
Borrowings	198,648	198,648
Provisions	3,986,758	3,750,937
Other current liabilities	184,565	-
TOTAL CURRENT LIABILITIES	7,533,368	9,425,938
NET ASSETS	53,742,832	40,152,513
Less: Total adjustments to net current assets	(29,655,387)	(37,342,782)
Closing funding surplus/(deficit)	24,087,445	2,809,731
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(30,975,061)	(38,577,357)
Less: Financial assets at amortised costs - Self Supporting Loans	(95,696)	(95,696)
Less: Land held for resale	(600,000)	(600,000)
Add: Current liabilities not expected to be cleared at end of year		
-Current portion of lease liabilities	43,013	43,013
-Current portion of borrowings	155,635	155,635
-Current portion of employee benefit expense held in reserve	1,816,722	1,731,623
Total adjustments to net current assets	(29,655,387)	(37,342,782)

SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 30 NOVEMBER 2025

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$100,000 or 10.00%.

Description	Var. \$	Var. %
	\$	%
Revenue from operating activities		
Rates Ex Gratia rates received earlier than budget expectations. Budget phasing for this area will be corrected during budget review.	277,390	1.00%
		Timing
Grants, subsidies and contributions Home Care Program Federal funding tracking behind budget scheduling. Federal Assistance Grants came in below budget expectations.	(244,550)	(4.78%)
		Timing
		Permanent
Fees and charges Fees and charges relating to Waste Management, particularly bin pick ups, are tracking above budget expectations for this time of year. Budget phasing will be adjusted for this area during budget review. Airport fees and charges are also tracking ahead of budget expectations, particularly landing fees.	787,391	12.03%
		Timing
Interest revenue Interest earned on reserves are tracking ahead of budget expectations.	227,023	52.69%
		Timing
Other revenue New insurance payments received during the year.	201,583	60.91%
		Permanent
Expenditure from operating activities		
Employee costs Fewer high level Home Care clients are resulting in a reduction in employee costs. Labour oncosts recovery rates and vacancies across multiple areas are also contributing to the variance.	515,468	(4.95%)
		Timing
Materials and contracts Roads and Streets operating costs are tracking ahead of schedule, particularly for town roads. Overhead recovery on plant is tracking behind expectations for this time of the year.	(461,597)	9.19%
		Timing
Depreciation Depreciation to be completed in December once audit has been finalised and GL has been rolled.	9,742,871	(100.00%)
		Timing
Finance costs Variance due to self supporting loan interest payments. These are on track as per WATC for 2025/2026 and phasing will be corrected during budget review.	(3,258)	38.65%
		Timing
Inflows from non-operating activities		
Proceeds from capital grants, subsidies and contributions Revenue relating to GMS building project received earlier than budget expectations.	234,980	5.34%
		Timing
Proceeds from disposal of assets Sales of lots in Flinders are ahead of budget expectations.	273,069	Timing
Outflows from non-operating activities		
Payments for property, plant and equipment Construction of the Graham Mackenzie Stadium is tracking ahead of budget expectations, as are purchases of heavy vehicles.	(5,308,945)	136.69%
		Timing
Payments for construction of infrastructure Rural roads works are tracking ahead of budget expectations.	(555,603)	9.94%
		Timing
Reserve Movements Variance due to budget phasing on transfers to reserves. This will be corrected during budget review. Transfers from reserves have been processed ahead of expectations, to cover ongoing projects.	5,450,889	253.36%
		Timing



OTHER REPORTS AND GRAPHS

NOVEMBER 2025

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Opening	\$2.80 M	\$2.80 M	\$2.81 M
Closing	(\$0.04 M)	\$22.59 M	\$24.09 M
Refer to Statement of Financial Activity			

Cash and cash equivalents		Payables	Receivables		
	\$51.95 M	% total	\$6.83 M		
Unrestricted Cash	\$20.98 M	40.4%	Rates Receivable	\$5.47 M	% Collected
Restricted Cash	\$30.98 M	59.6%	Trade Receivable	(\$0.01 M)	% Outstanding
			Over 30 Days	(\$0.46 M)	(6.8%)
			Over 90 Days	\$0.45 M	6.6%

Key Operating Activities

Amount attributable to operating					
	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
(\$15.23 M)	\$12.96 M	\$24.01 M	\$11.05 M		
Refer to Statement of Financial Activity					
Rates Revenue	Grants and Contributions	Fees and Charges			
YTD Actual	\$27.97 M	% Variance	YTD Actual	\$7.33 M	% Variance
YTD Budget	\$27.70 M	1.0%	YTD Budget	\$6.55 M	12.0%

Key Non-Operating Activities

Amount attributable to non-operating					
	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
(\$30.20 M)	(\$5.06 M)	(\$10.42 M)	(\$5.36 M)		
Refer to Statement of Financial Activity					
Proceeds on sale	Asset Acquisition	Capital Grants			
YTD Actual	\$0.27 M	%	YTD Actual	\$4.63 M	% Received
Adopted Budget	\$0.00 M		Adopted Budget	\$4.40 M	5.3%
Borrowings	Reserves				
Principal repayments	\$0.04 M		Reserves balance	\$30.98 M	
Interest expense	\$0.01 M		Net Movement	(\$7.60 M)	

This information is to be read in conjunction with the accompanying Financial Statements and notes.

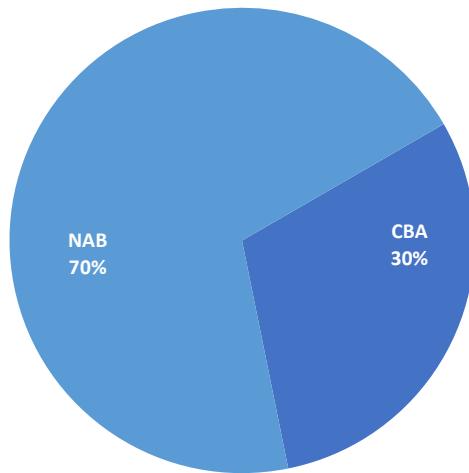
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

2 KEY INFORMATION - INVESTMENTS

Shire policy directs that a maximum of 80% can be held with any one institution at a time.

(a) Cash investments

Diversification of Investments



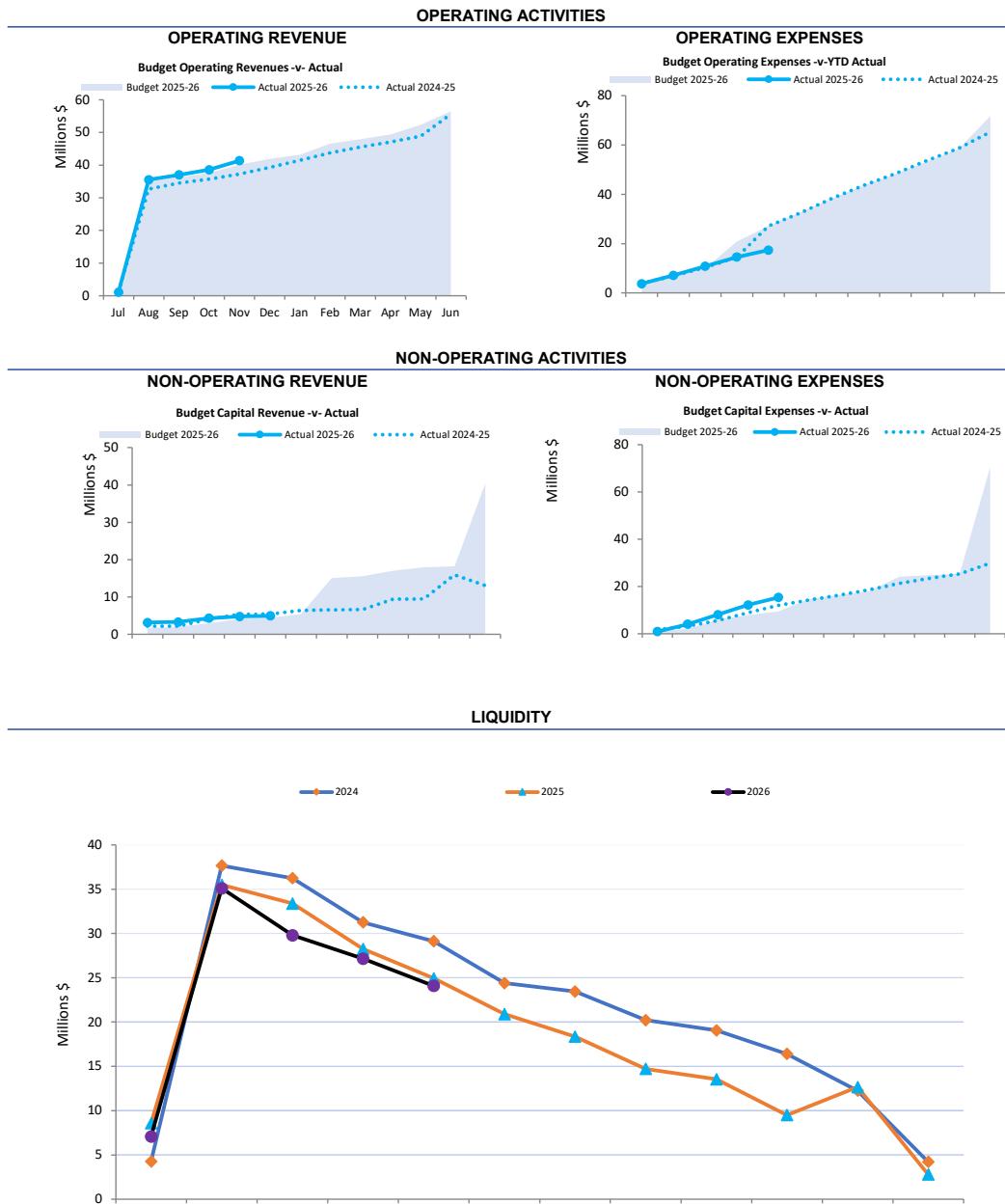
Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 5,000,000	4.15%	90	11-Dec-25	Term Deposit - Muni
NAB	\$ 5,000,000	4.10%	124	05-Jan-26	Term Deposit - Muni
NAB	\$ 4,000,000	4.10%	120	18-Feb-26	Term Deposit - Reserve
NAB	\$ 4,000,000	4.10%	120	18-Feb-26	Term Deposit - Reserve
NAB	\$ 5,000,000	4.10%	120	18-Feb-26	Term Deposit - Reserve
CBA	\$ 5,000,000	4.17%	90	24-Feb-26	Term Deposit - Muni
NAB	\$ 5,000,000	4.20%	180	11-Mar-26	Term Deposit - Reserve
NAB	\$ 5,000,000	4.25%	180	24-Mar-26	Term Deposit - Reserve
NAB	\$ 3,000,000	4.25%	180	24-Mar-26	Term Deposit - Reserve
CBA	\$ 5,575,614	3.45%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 4,971,273	3.45%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
\$ 51,546,888					

(b) Investment Interest Earnings

	Budget	YTD Interest
Municipal	225,584	158,482
Reserve	96,445	385,200

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

3 KEY INFORMATION - GRAPHICAL



Liquidity is a modified current position which consists of un-restricted cash, debtors and inventories less payables and provisions for annual leave.

A surplus is indicated by a positive figure and a deficit is indicated as a negative number.

The purpose of the graph is to trace the progressive values of the liquidity surplus(deficit) which shows on the "Statement of Financial Activity" in each month's financial report.

The current year to date value is graphed against the immediate past year as a comparative.

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

4 SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS

Outstanding Rates 2025/2026

Arrears at 1st July 2025	279,544
Pensioner Deferred Rates at 1st July 2025	128,148
Rates Levied	26,707,140
Waste Charges Levied	4,345,774
ESL Levied	1,027,583
Other Charges Levied	103,245
Total Levied 2025/2026	32,183,742
Less Collections	(27,085,078)
Total Current and Arrears Outstanding	5,538,082
% Collected	82.96%
Pensioners on Instalments	293,206
Non Pensioners on Instalments	4,708,351
Pensioners with Due Date 30/06/2026	188,927
Outstanding with no Instalment Option	846,728
Prepayments	(508,980)
Interims	9,850
Total Current and Arrears Outstanding	5,538,082



**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

5 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance \$
	2025/26 Budget Estimated Surplus/(Deficit)			(44,437)
01-8080-705-664	Esperance SES Off-Road ATV	O1125-049	43,300	(1,137)
01-8080-150-762	DFES Reimbursement	O1125-049	(43,300)	(44,437)
01-8080-190-972	Disposal of 2008 Polaris ATV	O1125-049	(10,000)	(54,437)
	Plant Reserve	O1125-049	10,000	(44,437)
01-7730-705-663	BOILC AHU Replacement	O1125-050	138,390	93,953
01-7730-955-900	Building Maintenance Reserve	O1125-050	(138,390)	(44,437)
Amended Budget as per Council Resolution				(44,437)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

6 GENERAL RECEIVABLES

	Current \$	30 Days \$	60 Days \$	90 Days \$	90+Days \$	Total \$
General Receivables	323,896	70,470	107,141	39,083	449,667	990,258
Percentage	32.71%	7.12%	10.82%	3.95%	45.41%	

90+Days Represented by:

Government Grants	0
Contributions & Reimbursements	2,795
Loan Repayments	0
Fees and Charges	446,872
Private Works	0
Proceeds Sale of Assets	0
	449,667

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

7 TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

Details	Balance 2024-2025	Balance 30/11/2025
Contributions to Public Open Space	221,039	
Shire of Esperance		52,943
S D Staines		17,912
Fiume Nel Terra Developments Pty Ltd		120,622
Esplanade Investments		32,868
Other	12,136	
Health Department of WA - CLAG Funding		1,124
Shire of Esperance Trust Fund - CLAG Funding		555
Shire of Esperance - Lake Monjeringup Development Group		10,457
General Bonds - Interest Bearing	765,645	
Esperance Bay Turf Club - Optus Rent of Land Turf Club		26,446
Activ Foundation Inc - Community Fundraising		21,403
Indoor Sports Stadium Management - GMS Funds		0
Adventureland Management Committee Inc		3,538
Telstra Corporation Ltd		11,541
Elsie Cox Testamentary Trust EHC		240,231
Totals	998,820	539,641

Item: 12.3.3

Policy Review - Executive Services

Author/s Sarah Walsh Coordinator Governance & Corporate Support
Authorisor/s Shane Burge Chief Executive Officer

File Ref: D25/34674

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the section of the Policy Manual that relates to Executive Services.

Recommendation in Brief

That Council endorse the Executive Services policies inclusive of amendments, inclusions and deletions as reviewed.

Background

A review of Council Policies is recommended to take place every two years, in line with Council elections to ensure that the Policies are in keeping with community expectations, relevance and current requirements.

Officer's Comment

The following is a summary of recommended changes to the Executive Services policies. Please refer to Attachment A for policy details.

Policy Name	New Ref No.	Recommended Amendment
Public Land Asset Strategy	POL 0032	No change
Approval to Hold a Civic Reception	POL 0033	No change
Elected Member Entitlements	POL 0034	Include agenda briefing in meeting category table. Increase child care reimbursement to \$35 per hour. Inclusion of Bay of Isles usage.
Senior Employees	POL 0035	No change
Execution of Documents and Common Seal Usage	POL 0036	Minor adjustment to Authorised Officer definition
Legal Representation Cost Indemnification	POL 0037	No change
Conferring of Honours	POL 0038	Minor adjustment to Freeman of the Shire definition
Presentation of a Shire Plaque of the Council Crest	POL 0039	No change
Vandalism Rewards	POL 0040	Update title to Vandalism Information Reward.
External Committee Representation	POL 0041	No change
Community Engagement	POL 0042	Rewrite purpose and scope sections. Amend definitions for Community, Community Engagement and Strategy. Delete policy, procedure, guide definitions. Rewrite practice

		section, including insertion of new engagement spectrum.
Use and Storage of Presidential Chain	POL 0043	No change
Live Streaming and Recording of Meetings	POL 0044	Update second paragraph of 'Meetings to be streamed live and recorded' section to clarify storage of closed meeting recordings
Cultural Protocols	POL 0046	No change
Attendance at Events *absolute majority required	POL 0047	No change
Code of Conduct Behaviour Complaints Management	POL 0048	Insert Behaviour Complaints Committee definition, and update Behaviour Complaints Officer definition. Include reference to Information Management Officers in section 2(a). Amend responsible officer to Director Corporate & Community Services.
Elected Member Professional Development *absolute majority required	POL 0049	Amend reference to Department of Local Government
Elected Member Social Media	POL 0050	Rewrite purpose and scope sections. Amend Social Media definition. Rewrite practice section, with minor amendments to recordkeeping and local government elections sections.

Significant changes have been made to the Community Engagement Policy and Elected Member Social Media Policy, and the marked up and clean versions of both have been included in the attachments for reference. These policies have been amended to have plain English for readability, and removal of procedural information following a review of the 'Community Engagement Guide'.

Consultation

Executive Services

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 s.2.7(2)(b) Determine the Local Government's policies

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A. [Executive Services Policy Review 2025](#)

Item: 12.3.3 Policy Review - Executive Services

Officers Recommendation

That Council endorse the Executive Services policies inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement	Absolute Majority
--------------------	-------------------

MOTION

Moved: Cr Johnston

Seconded:

That Council endorse the Executive Services policies, inclusive of amendments, inclusions and deletions as reviewed excluding POL 0034, POL 0037 and POL 0049.

Lapsed due to lack of seconder.

MOTION

Moved: Cr Starcevich

Seconded: Cr de Haas

01225-098

That Council endorse the Executive Services policies, inclusive of amendments, inclusions and deletions as reviewed excluding POL 0034 and POL 0049.

CARRIED
F8 - A1

For: Cr McWilliam, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers
Against: Cr Johnston

REASON: To allow WALGA to review Policies 0034 and 0049

Cr Johnston left the Chambers at 4:42pm

Cr Johnston returned to the Chambers at 4:43pm



POL 0032: Public Land Asset Strategy

COUNCIL POLICY

Purpose

This Policy provides a framework to guide Council in the effective management of its land and property assets with the view to increasing the future economic capacity of the Shire of Esperance and assisting the delivery of Objectives outlined in the *Council Plan*.

Specifically, the Shire's land and property assets will be used to achieve the following -

1. The delivery of strategic projects as identified in the *Council Plan*;
2. The facilitation of environmental, economic and social benefits to the Community;
3. The stimulation and regeneration of areas within the Shire of Esperance;
4. Where appropriate enable the adoption of a commercial approach to the management of land and property assets capable of producing a recurrent income; and
5. Development of non-operational land and property assets that will facilitate additional income streams for the Council.

Scope

This policy relates to all property owned or under the control of the Shire of Esperance.

Definitions

Surplus Properties: Surplus properties are considered to be of no benefit to either the community through the delivery of services or to the Shire as part of a more strategic land holding, part of a land bank of property assets or for any other purpose. i.e. surplus to requirements.

Civic Properties: Civic properties are used for the delivery of services provided by the Shire to the Community. These properties differentiate from Public Open Space and Other Reserves in that they may be held in freehold title by the Council.

Commercial Properties: Commercial properties are held by the Shire purely for the commercial return provided through the lease of the property to other entities. Such properties are not anticipated to provide services to the community but will yield an appropriate rate of return (on the capital value of the property) as a commercial proposition subject to appropriate levels of risk as determined by the Council.

Investment Properties: Investment properties differ from Commercial Properties in that they have the potential to contribute towards the achievement of broader planning, social or strategic objectives of the Shire. Whilst such properties may include a commercial undertaking, subject to a commercial agreement between a third party and the Council, the purpose of the Shire's ownership of the property is as a contributory factor towards other outcomes rather than purely for commercial returns on the property investment. i.e. Urban Renewal Projects.

Residential Properties: Residential properties are designed to provide residential facilities only. Such properties may be provided directly by the Shire to the end user, or as part of an agreement with another agency or residential service provider.

Utility Properties: Utility properties are used to deliver utility services such as drainage or other key utility functions. The delivery of utility services should be subject to review to ensure that the location from which the service is being delivered is suitable, the need for the utility service can be validated and the tenure of the property does not result in the Shire having a significant value of freehold assets set aside for such uses with little opportunity to realise the value of these assets at any time in the future.

Public Open Space and Other Reserves: Public Open Space and others reserved properties are most often held as reserves vested in the care, control and management of the Shire. Such properties may provide an active service but may also include properties that have little activation but provide other tangible community benefits through environmental protection or community recreational amenity.

Practice

Principles

The Council will manage its property assets with the view to -

1. Increasing the Shire's social, economic and environmental sustainability;
2. Increasing the Shire's financial capacity;
3. Providing essential services and facilities; and
4. Developing an investment portfolio capable of providing income generation.

Use of proceeds

1. The proceeds from the effective management of Council land and property assets are to be used in the delivery of essential services, facilities and projects which provide for a community benefit.
2. The allocation of such proceeds will have due regard to the Council's *Council Plan, Long Term Financial Plan* and relevant council Policies.
3. The Council will consider the use of funds in the development of its land and property assets where an appropriate community, social, environmental or economic benefits can be demonstrated.
4. The proceeds derived from the application of this Policy will be allocated in accordance with the prevailing Financial Management Policies of the Council and in accordance with any Reserve Fund established for that purpose.

Policy

In applying this Policy, the Council will -

1. Ensure all statutory and applicable governance requirements required by the *Local Government Act 1995*, associated Regulations and any other applicable legislation are adhered to.
2. Ensure that this Policy complies with all other relevant Council Policies and practices.

3. Ensure that suitable community engagement is undertaken as a fundamental component of any proposal to dispose of land and property assets in accordance with the *Local Government Act 1995*.

Acquisition and Disposal of Land and Property Assets

The Council will only consider the acquisition and disposal of land after the following steps have been taken -

1. A thorough analysis of applicable financial, social and/or environmental benefits, undertaken in accordance with the established Procedure or any other endorsed template or methodology.
2. Consideration has been given to the disposal of land and property by means of auction, tender or private treaty dependent upon the specific circumstances of the proposed disposal and in accordance with the provisions of the *Local Government Act 1995*.
3. The acquisition or disposal follows a strategic approach to all land and property assets owned or controlled by the Shire of Esperance in preference to considering properties only on a case by case basis.
4. Appropriate risk management strategies have been applied in accordance with any adopted Risk Management Policy.

Performance Management

The Council will give consideration to the establishment of a Business Plan and specific performance management indicators to guide its property asset development.

Such performance management indicators will provide the means by which the performance of land and property assets can be monitored and reported to the community and will enable the Council to consider acquisitions and disposals of land and property assets cognisant of these indicators and the benefit or dis-benefit such acquisitions and disposals may generate.

.....End.....

Document Information

Responsible Position	Manager Economic Development
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2014	1		New policy	O0614-029	
Mar 2018	2	D16/29036	Updated document controller title	O0318-073	Mar 2020
Nov 2019	3	D16/29036[v2]	Biennial review, no change	O1119-248	Nov 2021

Jan 2022	4	D16/29036[v3]	Biennial review, no change to wording, moved to corporate.	O0122-012	Jan 2024
Jan 2024	5	D16/29036[v4]	Amend Council Plan references throughout and responsible officer position title.	O0124-004	Jan 2026



POL 0033: Approval to Hold a Civic Reception

COUNCIL POLICY

Purpose

To ensure that any requests received for a Council hosted civic reception is to be referred to the Shire President for consideration.

Scope

This policy outlines the requirements for arranging a civic reception and the approvals that need to be taken to proceed.

Definitions

Council Reception: a formal function hosted by Council to mark a special event or achievement.

Practice

Any request for a civic reception is to be referred to the Shire President who is empowered to approve or deny the request provided that a specific or general budget authority exists.

All arrangements for civic receptions may be made by the Shire President and Chief Executive Officer jointly without referral to Council.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2003	1		New policy	O1103-0727	
Sept 2007	2	D12/10			
Mar 2018	3	D16/28998	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	4	D16/28998[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	5	D16/28998[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	6	D16/28998[v4]	Include scope and definition, replace reject with deny in first paragraph, begin second paragraph with 'All', remove (format, invitation list, etc.) from second paragraph.	O0124-004	Jan 2026



POL 0034: Elected Member Entitlements

COUNCIL POLICY

Purpose

To define the parameters under which Elected Members may be reimbursed expenses to attend meetings, workshops, conferences and functions, as well as any other entitlements to which they are entitled as prescribed by legislation.

To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members

Scope

This policy applies to all Elected Members at the Shire of Esperance.

Definitions

N/A

Practice

Travelling Expenses

Travelling allowances to Councillors will be paid at the prescribed rate per kilometre determined by the Salaries and Allowances Tribunal, as per the following table:

Vehicle Type	Award Rate c/km
Motorbike	32.55
Motor Vehicle	58.37

The above rates will be paid to Councillors attending the following category of meetings as follows:

Meeting Category	Rate
Ordinary /Special Meeting of Council	Full rate as per table above
Council Committee/ <u>Agenda Briefing</u>	Full rate as per table above
Community Meetings as Council	Half rate as per table above
Civic Receptions and Ceremonies	Half rate as per table above
Council Briefings/Informal Meetings	Half rate as per table above
Observers at Meetings	Nil payment

Councillors must be the authorised delegate or deputy standing in for a delegate to qualify for the travelling allowance to the meetings specified in the table above.

Where Councillors travel to attend conferences or seminars as elected representatives of the Shire, travel expenses will be paid by the Shire as detailed within the Elected Member Professional Development policy.

Meeting Attendance Fees

Minimum and maximum values payable to Elected Members for attending Council and committee meetings are prescribed within the *Local Government (Administration) Regulations 1996*. The precise value payable to Elected Members for attending meetings will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal.

Communications Allowance

The Shire will pay Elected Members a communications allowance, the value of which will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal. The intent of this allowance is to cover costs incurred by the Elected Member in using their own telephone, mobile phone and internet service provider fees for the purposes of their elected duties.

Child Care

Pursuant to the *Local Government (Administration) Regulations 1996*, the Shire will reimburse Elected Members child care costs incurred by an Elected Member because of the member's attendance at a Council or Committee meeting of which they are a member. Costs will be reimbursed at the actual cost per hour or \$3~~50~~ per hour, whichever is the lesser amount, as determined by the Salaries and Allowances Tribunal.

Shire Uniforms

The Shire will provide Elected Members with \$495.00 (Inc GST) towards a uniform allocation, from the Shire's clothing supplier, in every new two year election term.

Additional items may be purchased by Elected Members from the Shire's clothing supplier by contacting the Executive Assistant. Additional items will be paid for by the purchaser.

Professional Development

Entitlements for professional development are available within the Shire's *Elected Member Professional Development policy*.

Access to Bay of Isles Leisure Centre

In order to promote physical activities which will contribute to productivity, Elected Members may use the Bay of Isles Leisure Centre facilities free of charge.

The free use of the facilities includes -

1. Gym and aquatic area;
2. One free personal fitness assessment each financial year; and

3. Free crèche during crèche opening hours while the Elected Member is using the facilities,

but does not include activities where an additional fee is charged, such as group fitness sessions, use of pool inflatables or birthday parties.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Elected Member Professional Development Policy

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Mar 2010	1	D12/30	New policy	O0310-1426	
Jul 2015	2		Travelling Expenses c/km change as per award, Shire Uniform wording change - providing choice, Change from Executive Manager to Director, Local Govt Week – superfluous phrase removal	O0715-014	Jul 2017
Apr 2018	3	D16/28999	Update document controller. Update travel, meals and child care allowances as per Salaries and Allowances Tribunal. Include paragraph for training and amend conference and seminar section.	O0418-083	Apr 2020
Nov 2019	4	D16/28999[v2]	Change responsible officer, amend wording of meal allowance paragraph and amend child care allowance in line with SAT allowance amount.	O1119-248	Nov 2021
Jun 2021	5	D16/28999[v3]	Amend to remove professional development information due to separate policy for this.	O0621-149	Jun 2023
Jan 2022	6	D16/28999[v4]	Update Communications Allowance section in line with current practice	O0122-012	Jan 2024
Jan 2024	7	D16/28999[v5]	Include scope, remove references to removed sections and replace with reference to professional development policy in travelling expenses section, replace semicolon with full	O0124-004	Jan 2026

stop in first paragraph of
uniform section.



POL 0035: Senior Employees

COUNCIL POLICY

Purpose

To nominate the positions within the Shire of Esperance that are "Senior Employees" pursuant to the *Local Government Act 1995*.

Scope

This policy relates to Chief Executive Officer and Director positions within the Shire of Esperance.

Definitions

N/A

Practice

For the purpose of Section 5.37 of the *Local Government Act 1995*, Council designates the following employees to be Senior Employees -

1. Chief Executive Officer
2. All Director Positions

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Mar 1998	1		New policy	O0398-254	
Jan 2011	2	D12/73	Amend to reflect title change from Executive Managers to Directors.	O0111-1559	Jan 2013
Jul 2015	3		Change director titles.	O0715-014	Jul 2017
Mar 2018	4	D23/29000	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	5	D23/29000[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	6	D23/29000[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	7	D23/29000[v4]	Include scope.	O0124-004	Jan 2026



POL 0036: Execution of Documents and Common Seal Usage

Purpose

To establish, in accordance with the requirements of section 9.49A of the *Local Government Act 1995*:

1. Protocols for affixing and administration of the Shire of Esperance's common seal; and
2. Authority for the Chief Executive Officer, another employee or agent to execute documents on behalf of the Shire.

Scope

This Policy outlines the terms of use for the Shire of Esperance Common Seal.

Definitions

Common Seal: a stamped imprint of a company's legal name. It is affixed on agreements and documents that act as evidence that an agreement, contract or document was executed by its authorised agents or officers on behalf of the company.

Authorised Officer: an authorised officer within the Shire of Esperance areis determined by Appendix A in this Policy and include -

- a. Chief Executive Officer;
- b. Shire President; and
- c. Director

Practice

A document is considered to have been duly executed when signed in the following ways -

1. By affixing the common seal; or
2. By the Chief Executive Officer, another employee or agent of the local government who has been authorised by resolution of the Council to sign documents on behalf of the local government.

If any of the following specify a particular way that a document is to be executed, it will take precedence over this Policy.

1. Legislation;
2. The formal requirements of a commonwealth or state department, authority or agency (as described in a policy or procedure); or
3. A Council decision.

Affixing Common Seal

The common seal is not to be affixed unless authorised by Council and may only be affixed in the presence of the Shire President and Chief Executive Officer, each of whom is to sign the document to attest that the common seal was so affixed.

In the absence of the Shire President and/or the Chief Executive Officer, the Deputy Shire President and Acting Chief Executive Officer are authorised to affix the common seal.

Council authorisation may be in the form of a specific Council resolution or as detailed within this policy.

Common Seal Register

Details of all instances where the common seal has been affixed will be recorded in a signed register and on an electronic register, which shall be available for inspection by Councillors during normal office hours.

The common seal register will be presented to Council twice yearly to be reviewed.

Execution by Authorised Officers

Officers identified in Appendix A of this Policy are authorised for the purposes of section 9.49A of the *Local Government Act 1995* to sign those documents on behalf of the Shire of Esperance.

Officers are restricted to executing documents, in accordance with this Policy, that are directly related to their area of responsibility.

In the absence of an authorised officer, another officer may only execute the document where they have been appointed to act in the authorised officer's position.

It is the responsibility of the authorised officer to ensure they fully understand what they are executing on behalf of the Council and to assess the document to ensure it is appropriate for signing. Any queries must be addressed before this process is completed.

Documents and communications which relate to day-to-day routine communications or transactions do not require specific authorisation through this policy as they are the subject of Section 5.41(d) of the Act prescribing the Chief Executive Officer's duty to manage the day to day operations of the Shire of Esperance. Such duties are undertaken by "acting through" officers.

Appendix A – Authorised Signatories in Accordance with s.9.49A of the *Local Government Act 1995*

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(1) Local Laws – made and amended	✓	✗	✗	✗	✗
(2) Planning Schemes – adopted and amended	✓	✗	✗	✗	✗
(3) Land Transaction documents, including: <ul style="list-style-type: none"> sale; Note: a Council resolution is required for sale of Council real estate expressly stating that the final document is signed and sealed and the transaction finalised. <ul style="list-style-type: none"> purchase; vesting; contributed assets; Notifications of factors affecting land under 70A of the <i>Land Transfer Act 1893</i> –lodge or withdraw Easements – <u>by land transfer</u> <ul style="list-style-type: none"> Rights of carriage way; Rights of support to land burdened by buildings; Rights to erect a party wall; Rights to light and air (Property Law Act 1969); Rights to take water from wells or bores; Rights to install and operate drains and drainage works; Rights to install, maintain and operate oil, gas or other pipelines; Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons. Restrictive Covenants – by land transfer Deeds – land transfer for public purposes 	✓	✓	✓	✗	

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(4) Mortgages, Loans and Debentures	✓	✗	✗	✗	✗
(5) Power of Attorney to act for the Shire Note: requires both Shire President and Chief Executive Officer signature	✗	✓	✓	✗	✗
(6) Land Transaction documents , including: <ul style="list-style-type: none"> • Caveats - registering or removing • Leases/Licences • Easements – <u>by deed, deposited plan or other legal instrument</u> <ul style="list-style-type: none"> ◦ Rights of carriage way; ◦ Rights of support to land burdened by buildings; ◦ Rights to erect a party wall; ◦ Rights to light and air (Property Law Act 1969); ◦ Rights to take water from wells or bores; ◦ Rights to install and operate drains and drainage works; ◦ Rights to install, maintain and operate oil, gas or other pipelines; and ◦ Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons. • Restrictive Covenants – lodge, modify or withdraw (other than by land transfer) • Deeds • Legal agreements 	(✓)	✗	✓	✗	
(7) State or Commonwealth Government Funding Agreements Note: subject to relevant delegated authority, any of the identified authorised officers can execute	(✓)	✗	✓	✓	✗

Document Type	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(8) Grants and Funding Agreements with private agencies (incoming and outgoing) Note: subject to relevant delegated authority, any of the identified authorised officers can execute	(✓)	✗	✓	✓	✓
(9) Memorandum of Understanding	(✓)	✗	✓	✓	✗
(10) Contracts and legal instruments , including contract variations, related to: <ul style="list-style-type: none"> • Procurement Contracts* • Goods and/or Service Agreements (incoming or outgoing services)* • Heritage Agreements • Acquittal of planning conditions • Maintenance of the public realm *Limit: documents that arise from the exercise of purchasing authority delegated from/authorised by the Chief Executive Officer to the role	(✓)	✗	✓	✓	Managers
(11) Development, subdivision and strata-title approvals for Shire Land	✗	✗	✓	✓	✗
(12) Memorial <ul style="list-style-type: none"> • <u>Deed Poll Registration</u>: A document lodged under the Registration of Deeds Act 1856, notifying the change of name of a person. • <u>Memorial of Advertisement</u>: A document lodged at the Office of Titles by a Local Authority evidencing that the legal requirements necessary to sell land for the non-payment of rates, have been attended to. • <u>Prohibiting dealings in land</u>: A document lodged at the Office of Titles under one of a number of statutes, which 	✗	✗	✓	✓	✗

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document. <i>when noted on a Certificate of Title acts as a caveat.</i>	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(13) Documents that fulfil a statutory local government duty or power , for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the Shire.	x	x	✓	✓	x
(14) Communications on behalf of the Shire, with: <ul style="list-style-type: none"> Commonwealth or State Ministers Political or government leaders 	x	✓	✓	x	x
(15) Communications on behalf of the Shire, with CEO's of: <ul style="list-style-type: none"> Commonwealth or State Government Departments Industry representative bodies 	Note: Officers are authorised to sign routine day to day operational communications where the recipient is of a similar organisational level as the Shire Officer.	x	x	✓	✓
(16) Communications on behalf of the Shire, relevant to the day-to-day operations of the Shire and which are subject of a level of political sensitivity or potential risk to the Shire.		x	x	✓	✓
(17) Ceremonial Certificates - Common Seal may be affixed at the Shire President's discretion: <ul style="list-style-type: none"> Honorary Freeman Honorary Citizenship 	✓	✓	✓	x	x
(18) Deeds of Settlement – Employee matters	x	x	✓	x	x
(19) Enterprise Bargaining Agreements	x	x	✓	x	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(20) Documents where Shire of Esperance is required to sign as landowner	x	x	✓	x	x
(21) Prosecution notices and court documents Note: subject to relevant delegated authority, any of the identified authorised officers can execute	x	x	✓	✓	✓
(22) Lease/Licence documentation limited to; <ul style="list-style-type: none"> • Residential tenancy leases for employee housing • Disclosure Statements • Notices • Property Condition Reports 	x	x	✓	✓	Governance & Corporate Support
(23) Issuance of Section 30 and 40 certificates (statements of compliance) under the <i>Liquor Control Act 1988</i>	x	x	✓	✓	Development Services
(24) Facility Agreements, including variations	x	x	✓	✓	Manager Recreation & Culture, Coordinator Sport & Recreation

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2003	1		New policy	O090-0697	Sept 2005
Sept 2007	2	D12/22			Sept 2009
Jul 2015	3		Change of wording to include Deputy President & Acting CEO	O0715-014	Jul 2017
Mar 2018	4	D16/29002	Addition of the wording 'and on an electronic register,' to recognise the digital version that is maintained Minor grammar changes	O0318-073	Mar 2020
Nov 2019	5	D16/29002[v2]	Change responsible officer, include register to be received by Council twice yearly.	O1119-248	Nov 2021
Feb 2022	6	D16/29002[v3]	Amend title of policy and rewrite to include document signing authority along with Common Seal usage.	O0222-033	Feb 2024
Jan 2024	7	D16/29002[v4]	Include scope and definitions, minor wording changes, include disclosure statements, notices and property condition reports to item 22 and add item 23 to table.	O0124-004	Jan 2026
Sept 2024	8	D16/29002[v5]	Update signing authority table to include Managers into (10) and include authority for facility agreements as (24) .	O0924-037	Sept 2026



POL 0037: Legal Representation Cost Indemnification

COUNCIL POLICY

Purpose

To define a process for meeting reasonable expenses incurred for legal representation that arises from being a member of council or staff in the course of their official functions.

Scope

This policy applies to all elected members or staff, including past members and former employees.

Definitions

N/A

Practice

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

General Principles

The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith.

The local government may provide such assistance in the following types of legal proceedings -

1. proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
2. proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
3. statutory or other inquiries where representation of members or employees is justified.

Once a court hearing or enquiry has been completed and an adverse finding has been determined in respect to an elected member or officer no further payment or refund of legal representation costs would be considered by Council.

The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms considered to be of relevance against the Local Government.

The legal services the subject of assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

All applications for Financial Assistance and Repayment of Assistance will be made in accordance with the procedure outlined below.

Associated Procedure

Applications for Financial Assistance

1. Subject to item (5), decisions as to financial assistance under this policy are to be made by the Council.
2. An elected member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
3. An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
4. An elected member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
5. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation up to the value of \$5,000.
6. Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Local Government.

Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonable, illegally, dishonestly, against the interest of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The Local Government may take action to recover any such monies in a court of competent jurisdiction.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2000	1		New policy	O1100-629	Nov 2002
Nov 2003	2			O1103-0727	Nov 2005
Sept 2007	3	D12/47			
Jul 2015	4		Change of wording to refine Policy Objective	O0715-014	Jul 2017
Mar 2018	5	D16/29006	Removed the word emanates and replaced it with arises in the objective. Changed General Principles d) to read Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms considered to be of relevance against the Local Government.	O0318-073	Mar 2020
Nov 2019	6	D16/29006[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	7	D16/29006[v3]	Remove reference to delegation as this is not a statutory requirement.	O0122-012	Jan 2024
Jan 2024	8	D16/29006[v4]	No change	O0124-004	Jan 2026



POL 0038: Conferring of Honours

Purpose

To provide guidelines for the bestowing of Honours by the Shire of Esperance including

1. Freedom of Entry;
2. Keys to the Shire; and
3. Freeman of the Shire of Esperance.

Scope

This Policy outlines the bestowing of honours to community members within the Shire of Esperance, and outlines the difference between each category.

Definitions

Freedom of Entry: a formal ceremonial event involving a parade and the ceremonial handing over of documentation to signify the bestowing of Freedom of the Shire.

Keys to the Shire: a symbolic presentation that represents the highest honour that the Shire can confer on an individual or an organisation.

Freeman of the Shire: the highest honour that the Shire can bestow on a person and is awarded to a recipient that meets the highest threshold of contribution to the community.

Practice

The following are high honours, which may be bestowed by the Shire of Esperance and bestow no legal right or privilege -

Freedom of Entry to the Shire of Esperance

The Freedom of Entry is to be granted to units of the Defence Forces, which have a significant attachment to the Shire of Esperance, as, determined by Council.

Key to the Shire of Esperance

The Key to the Shire of Esperance recognises the outstanding achievements by either an individual or organisation, as per the following guidelines -

1. an individual or group must be considered to have reached a high level of achievement and service in their chosen field.
2. individuals or groups must have been considered to have made a significant and meritorious contribution to the community of the Shire of Esperance, Western Australian, Australian or World Affairs.

Freeman of the Shire

The Freeman of the Shire is to be granted to Elected Members or Senior Staff of the Shire of Esperance

1. who have served the Shire for at least 12 years, although length of service is not the only criterion; and
2. whose outstanding contribution to the community is recognisable through recorded achievements, which can be seen to stand above the contributions of most other persons; and
3. who have consistently displayed commendable conduct; and
4. who are no longer a serving elected member or staff member of the Council.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2002	1		New policy	O0202-0249	Feb 2004
Sept 2007	2	D12/24			
Mar 2018	3	D16/29007	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	4	D16/29007[v2]	Change responsible officer, minor wording change	O1119-248	Nov 2021
Jan 2022	5	D16/29007[v3]	Minor change - Formatting and wording of d)	O0122-012	Jan 2024
Jan 2024	6	D16/29007[v4]	Include scope and definitions	O0124-004	Jan 2026



POL 0039: Presentation of a Shire Plaque of the Council Crest

Purpose

To provide standard guidelines for acknowledging the service of an individual, group or organisation with the presentation of a Shire Plaque of the Council Crest.

Scope

Presentation of a Shire Plaque of the Council Crest may be given to retiring Elected Members, senior Shire employees, community members/organisations, other local authorities and visiting naval ships/defence forces/dignitaries.

Definitions

Council Crest: a heraldic symbol of the Shire of Esperance which embodies the rich history and identity of the shire.

Practice

That the Esperance Shire Council presents a Shire Plaque of the Council Crest at the agreement of the Shire President and Chief Executive Officer. All Elected Members must be notified of the awarding of the Shire Plaque of the Council Crest prior to the presentation occurring.

The plaques shall be presented by the Shire President at a special function, either Council or community orientated.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- Local Government Act 1995

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2001	1		New policy	O0201-0078	Feb 2003
Sept 2007	2	D12/59			
Jul 2015	3		Change wording indicating when a plaque of the crest can be presented	O0715-014	Jul 2017
Mar 2018	4	D16/29008	Very minor grammar changes	O0318-073	Mar 2020
Nov 2019	5	D16/29008[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	6	D16/29008[v3]	Biennial review, no change.	O0122-012	Jan 2024
Jan 2024	7	D16/29008[v4]	Rewording of purpose and scope, removal of duplicate paragraph in practice section.	O0124-004	Jan 2026



POL 0040: ~~Vandalism Rewards~~Vandalism Information Reward

Purpose

To enable the CEO to offer a reward for information given in relation to wilful vandalism to Council property.

Scope

This policy applies to vandalism to Shire owned or managed property.

Members of the Police Force are not eligible for the reward.

Definitions

N/A

Practice

That Council may pay a reward to any person or persons giving information that leads to a successful conviction of persons who have wilfully damaged Council property. The amount of the reward is to be determined by the Chief Executive Officer when deliberating the matter.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jan 1987	1		New policy	O0187-111	Jan 1989
Sept 2007	2	D12/85			
Jul 2015	3		Council may wish to consider determining a maximum	O0715-014	Jul 2017
Mar 2018	4	D16/29009	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	5	D16/29009[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	6	D16/29009[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	7	D16/29009[v4]	Include scope.	O0124-004	Jan 2026



POL 0041: External Committee Representation

COUNCIL POLICY

Purpose

To provide a clear direction as to the role and responsibilities of Councillors appointed to external committees as a Council representative

Scope

This policy applies to Councillors appointed to represent Council on external committees.

Definitions

N/A

Practice

Any Councillor appointed to an external committee as a representative of Council is to represent Council's interests at all times when involved in the business of the external committee. The Councillor also plays an important role by providing a conduit for information between the Council and the external committee.

Key duties of the Councillor are -

1. To vote in accordance with any formally established position of Council.
2. To vote with the best interests of Council and the community in mind when any issue is being considered that no formal position of Council has been established.
3. Provide all committee minutes for inclusion in the Council records at the first available opportunity following any meeting of the external committee.
4. Provide an informal briefing of the external committee's activities if requested.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2013	1		New policy	O1113-019	Nov 2015
Mar 2018	2	D16/29034	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	3	D16/29034[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	4	D16/29034[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	5	D16/29034[v4]	Include scope	O0124-004	Jan 2026



POL 0042: Community Engagement

Purpose

Through meaningful engagement, the Shire seeks to build trust, strengthen relationships, improve decision-making, and uphold the principles of local democracy.

This policy ensures the Shire of Esperance and Council engage authentically, consistently, and effectively with the community in developing strategies, plans, policies, and decisions that affect them.

This commitment aligns with Outcome 16 of the Shire of Esperance Council Plan 2022–2032: “*A well-informed and engaged community.*”

Scope

This policy applies to all Council Members and Shire staff involved in planning, developing, reviewing, or delivering projects, services, or documents that may impact the community.

It covers all corporate documents and activities except those governed by statutory engagement requirements under the *Planning and Development Act 2005*, *Land Administration Act 1997*, *Town Planning Regulations 1967*, or *Local Planning Scheme No. 24*.

Definitions

Community: People who live, work, own property, or recreate within the Shire of Esperance.

Community Engagement: Any process that involves the public in problem-solving or decision-making and uses public input to guide outcomes.

Corporate Documents: Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.

Council Plan: a governing document which delivers instructions from the community to the Esperance Council and Shire staff.

Statutory Documents: Corporate documents whose format and layout is guided by legislative requirements i.e. budgets, town planning schemes, annual reports.

Strategy / Policy / Procedure / Guide: Documents that establish direction, set principles, prescribe actions, or provide operational tools for implementation.

Practice

The Shire and Council are committed to open, inclusive, and accessible engagement that values community input.

Engagement is guided by the Shire of Esperance Communications & Engagement Strategy and the Engagement Institute (formally IAP2) Spectrum of Public Participation.

When Engagement Occurs

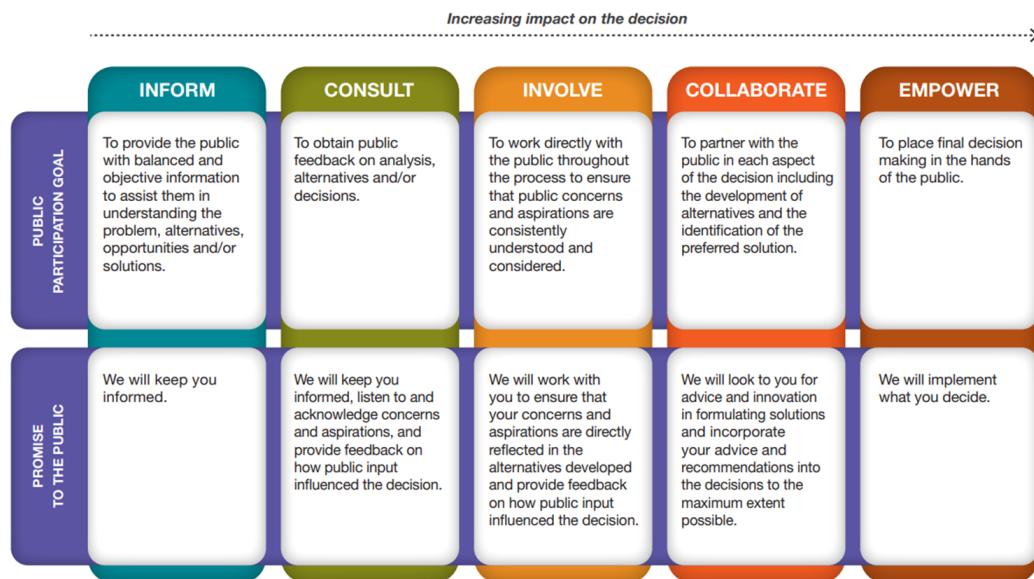
Engagement will be undertaken for (but not limited to) –

- Strategic planning and policy development
- Projects requiring stakeholder or community input
- Major service delivery or by-law changes
- Issues raised by the community or with significant public interest
- Impending legislative or statutory changes with major local impact
- Major developments, re-zoning or land-use changes

The Community Engagement Policy provides a broad framework and policy direction for engagement. Shire staff will utilise the Shire of Esperance Community Engagement Guide on when and how community engagement should occur.

The Council and Shire's approach to community engagement is based on the spectrum of engagement activities as advocated by the Engagement Institute (formally IAP2).

Figure 1: Engagement Institute (formally IAP2) Public Participation Spectrum



Roles and Responsibilities

Council's commitment to community engagement is supported by the *Local Government Act 1995* which outlines the essential role of a councillor.

2.10 A Councillor –

- a. represents the interests of electors, ratepayers and residents of the district; and

- b. provides leadership and guidance to the community in the district; and
- c. facilitates communication between the community and the council; and
- d. participates in the local government's decision-making processes at council and committee meetings; and
- e. performs such other functions as are given to a councillor by this Act or any other written law.

Council: Makes final decisions, informed by community input.

Shire Officers: Plan, deliver, and report on engagement activities, ensuring Councillors are briefed before significant engagements occur.

Principles of Engagement

The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the Engagement Institute (formally IAP2). These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process.

Engagement will –

- Be representative and inclusive of all affected groups.
- Seek out and encourage contributions from community members who may be affected by or interested in a decision.
- Encourage participation and active listening.
- Provide relevant, balanced and timely information.
- Clearly communicate how feedback influenced decisions.
- Inform the community about decisions, and how their input was considered.
- Be appropriately planned, resourced and accessible.
- The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.
- Align with legislative and strategic requirements.

Reporting and Evaluation

Community engagement activities will be reviewed quarterly and reported to Council through the Pulse Report or equivalent.

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*

- *Communications & Engagement Strategy 2021-2024*
- Shire of Esperance Community Engagement Guide

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Dec 2013	1	D13/10249	New policy	O1213-010	Dec 2015
Mar 2018	2	D16/29035	Updated the reference to the new Strategic Community Plan, identified how we will report to Council and made minor grammar changes	O0318-073	Mar 2020
Nov 2019	3	D16/29035[v2]	Minor wording changes, inclusion of point 2 for developing an engagement strategy, amended responsible officer title.	O1119-248	Nov 2021
Jan 2022	4	D16/29035[v3]	Amend Strategic Community Plan and Pulse references, include communication and engagement strategy information,	O0122-012	Jan 2024
Jan 2024	5	D16/29035[v4]	Adjust reference for Council Plan, add scope and definitions, adjust remove matrix and replace with guide, amend IAP2 table, minor wording amendments.	O0124-004	Jan 2026



POL 0042: Community Engagement

COUNCIL POLICY

Purpose

~~The Shire of Esperance recognises that community engagement and participation processes are a vital part of local democracy. It helps strengthen the relationship Council and the Shire have with the community and is critical to good governance. For this reason, both Council and Shire Staff are committed to engaging with Esperance communities.~~

~~The Shire of Esperance Council Plan 2022–2032 highlights this commitment with Outcome 16: A well informed and engaged community:~~

~~Through meaningful engagement, the Shire seeks to build trust, strengthen relationships, improve decision-making, and uphold the principles of local democracy.~~

~~This policy ensures the Shire of Esperance and Council engage authentically, consistently, and effectively with the community in developing strategies, plans, policies, and decisions that affect them.~~

~~This commitment aligns with Outcome 16 of the Shire of Esperance Council Plan 2022–2032: “A well-informed and engaged community.” Provide authentic, relevant and effective engagement with community members.~~

Scope

~~The development and review of all Council strategies, business plans, policies and procedures~~
~~This policy applies to all Council Members and Shire staff involved in planning, developing, reviewing, or delivering projects, services, or documents that may impact the community.~~

~~It covers all corporate documents and activities except those governed by statutory engagement requirements under the *Planning and Development Act 2005*, *Land Administration Act 1997*, *Town Planning Regulations 1967*, or *Local Planning Scheme No. 24*.~~

Definitions

Community— People who live, work, own property, or recreate within the Shire of Esperance.

Community Engagement— Any process that involves the public in problem-solving or decision-making and uses public input to guide outcomes.

Corporate Documents: Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.

Council Plan: a governing document which delivers instructions from the community to the Esperance Council and Shire staff.

Statutory Documents: Corporate documents whose format and layout is guided by legislative requirements i.e. budgets, town planning schemes, annual reports.

Strategy / Policy / Procedure / Guide: ~~—~~: Documents that establish direction, set principles, prescribe actions, or provide operational tools for implementation. A plan made in advance of actions that identifies, serves and complements the Shire's major goals and objectives.

Policy: ~~A governing principle, set of principles or rules that guides the Shire's practices and constrains procedures or delegated functions.~~

Procedure: ~~A prescription of specific action oriented processes, necessary to achieve strategic or policy objectives.~~

Guide: ~~An operational guide that provides tools to guide staff through a process to undertake a specific function.~~

The Community: ~~Those who live, work or recreate in the Shire of Esperance.~~

Community Engagement: ~~Community Engagement is any process that involves the public in problem solving or decision making and uses public input to make decisions (source IAP2).~~

~~It may refer to a range of interactions of differing levels of engagement between the Shire and the community including –~~

~~Information sharing processes, to keep community informed and promotes understanding.~~

~~Consultation processes, to obtain feedback.~~

~~Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.~~

~~Collaborating with community members in each aspect of the decision making.~~

Practice

The Shire and Council are committed to open, inclusive, and accessible engagement that values community input.

Engagement is guided by the Shire of Esperance Communications & Engagement Strategy and the Engagement Institute (formally IAP2) Spectrum of Public Participation.

When Engagement Occurs

Engagement will be undertaken for (but not limited to) –

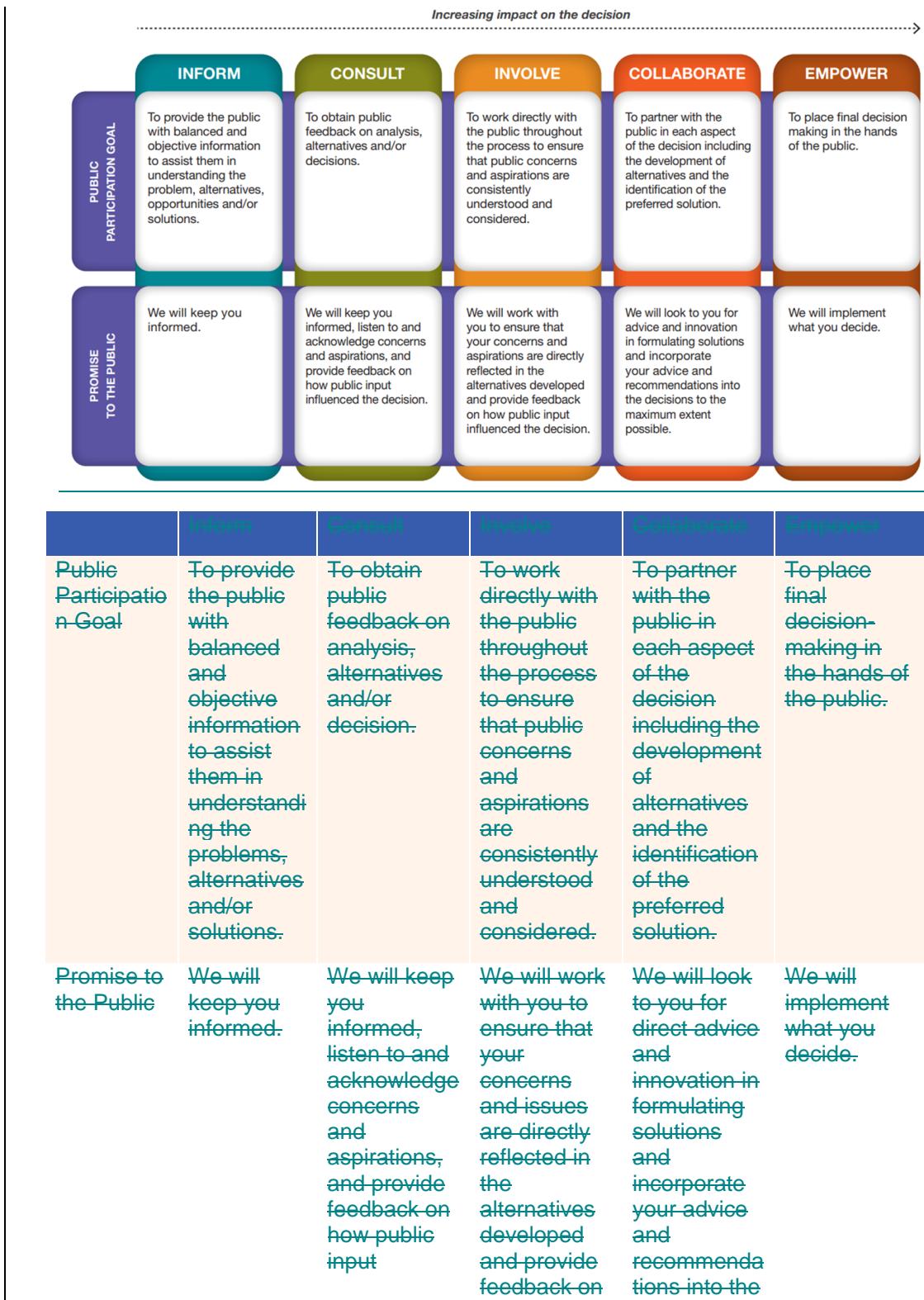
- ~~Strategic planning and policy development~~
- ~~Projects requiring stakeholder or community input~~
- ~~Major service delivery or by-law changes~~
- ~~Issues raised by the community or with significant public interest~~
- ~~Impending legislative or statutory changes with major local impact~~
- ~~Major developments, re-zoning or land-use changes~~
~~This policy applies to all aspects of Council and Shire operations to ensure The Community is informed about issues, strategies or plans that may directly or indirectly affect them.~~
- ~~Note: Development approvals and other planning related matters are the only exception to this rule as their engagement requirements are addressed by the Planning and Development Act 2005, Land Administration Act 1997, Town Planning Regulations 1967 and Local Planning Scheme No. 24.~~
- ~~Community engagement does not necessarily mean achieving consensus. It involves seeking broad informed agreement and the best possible solutions for Council, the Shire of Esperance and the community. Council will be presented each quarter with a review of all community engagement that has taken place for ongoing and project specific activities, this is provided through the monthly Pulse report.~~
- ~~The Communications & Engagement Strategy 2021-2024 is the guiding document for the Shire of Esperance's engagement activities. In the Strategy it states:~~
- ~~The purpose of community engagement is to ensure that the Shire~~
- ~~improves decision making~~
- ~~maintains healthy relationships with the community~~
- ~~increases community participation in the activities and decision making processes of Council~~
- ~~enables the community to work together on issues that matter to them~~
- ~~builds on the community's understanding of the Shire's role and responsibilities as well as our financial and legislative requirements, and~~
- ~~provides engagement opportunities that are inclusive and accessible.~~
- ~~Council's commitment to community engagement is supported by the Local Government Act 1995 which outlines the essential roles of a Councillor:~~
- ~~2.10. A councillor~~
- ~~represents the interests of electors, ratepayers and residents of the district; and~~
- ~~provides leadership and guidance to the community in the district; and~~
- ~~facilitates communication between the community and the council; and~~
- ~~participates in the local government's decision-making processes at council and committee meetings; and~~

- ~~performs such other functions as are given to a councillor by this Act or any other written law.~~
- ~~This policy defines the principles underpinning engagement activities and the role of Councillors and staff in engaging with the community. By receiving diverse perspectives and potential solutions the quality of decisions improves and subsequently a higher standard of customer service is provided. Shire staff will ensure that the Councillors are fully informed of all community engagement activities regarding significant issues or high impact projects prior to occurring.~~
- ~~The decision to engage with the community may occur as part of, though not limited to:~~
- ~~Planning the strategic direction of the Shire of Esperance~~
- ~~Projects that require direct input from stakeholders in developing community based solutions~~
- ~~Policy development and/or implementation~~
- ~~Any changes to land zoning that may have impact on the community~~
- ~~Service level planning and delivery~~
- ~~When an issue is brought to Council by the community~~
- ~~Changes to Local By laws~~
- ~~Impending legislative or statutory changes with local impact~~
- ~~Major project development and/or implementation~~
-

The Community Engagement Policy provides a broad framework and policy direction for engagement. Shire staff will utilise the Shire of Esperance Community Engagement Guide on when and how community engagement should occur.

The Council and Shire's approach to community engagement is based on the spectrum of engagement activities as advocated by the [Engagement Institute International Association for Public Participations](#) (formally IAP2).

Figure 1: [Engagement Institute \(formally\) IAP2](#) Public Participation Spectrum



influenced the decision. how public input influenced the decision. decisions to the maximum extent possible.

Role of community	Listen	Contribute	Participate	Partner	Decide
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Roles and Responsibilities

Council's commitment to community engagement is supported by the *Local Government Act 1995* which outlines the essential role of a councillor.

2.10 A Councillor –

- a. represents the interests of electors, ratepayers and residents of the district; and
- b. provides leadership and guidance to the community in the district; and
- c. facilitates communication between the community and the council; and
- d. participates in the local government's decision-making processes at council and committee meetings; and
- e. performs such other functions as are given to a councillor by this Act or any other written law.

Council: Makes final decisions, informed by community input.

Shire Officers: Plan, deliver, and report on engagement activities, ensuring Councillors are briefed before significant engagements occur.

Principles of Engagement

The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the Engagement Institute (formally IAP2). These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process.

Engagement will – :

- Be representative and inclusive of all affected groups.
- Seek out and encourage contributions from community members who may be affected by or interested in a decision.
- Encourage participation and active listening.
- Provide relevant, balanced and timely information.
- Clearly communicate how feedback influenced decisions.
- Inform the community about decisions, and how their input was considered.
- Be appropriately planned, resourced and accessible.

- The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.
- Align with legislative and strategic requirements.

Reporting and Evaluation

Community engagement activities will be reviewed quarterly and reported to Council through the Pulse Report or equivalent.

~~The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the IAP2. These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process. Council Members are elected to govern thereby all final decisions and accountability rests with Council. Shire Officers make recommendations to Council based on known facts and research. Community engagement does not remove these roles but it increases opportunities for the community to provide advice and influence planning. This process enables decisions to be made that are part of a continuous process recognising the needs and interests of the whole community.~~

~~The following principles embody Council's and Shire officers' commitment to community engagement -~~

1. ~~Be representative of the broader community and ensure their views are adequately reflected when making decisions.~~
2. ~~Seek out and encourage contributions from community members who may be affected by or interested in a decision.~~
3. ~~Actively listen so that the community's ideas and input can assist in making decisions.~~
4. ~~Inform the community about decisions, and how their input was considered.~~
5. ~~Prior to any decision Council and Shire staff will ensure that they are well informed regarding the benefits of alternative decisions, reflecting all sides of the argument and including any community input on matters before them.~~
6. ~~Collaborate with key stakeholders and other levels of Government to achieve common goals for the Shire.~~
7. ~~Provide relevant, timely and balanced information so the community/stakeholders can contribute in a meaningful way.~~
8. ~~Provide a variety of appropriate, inclusive and accessible ways for people to have their say and to speak honestly.~~
9. ~~Endeavour to ensure that engagement processes are appropriate, accessible, well planned and adequately resourced.~~
10. ~~Clearly identify the level of community influence and limitations if appropriate.~~
11. ~~The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.~~
12. ~~To ensure both the Council and the Shire are meeting legislative requirements regarding community consultation in all areas of service delivery.~~

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Communications & Engagement Strategy 2021-2024*
- Shire of Esperance Community Engagement Guide

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Dec 2013	1	D13/10249	New policy	O1213-010	Dec 2015
Mar 2018	2	D16/29035	Updated the reference to the new Strategic Community Plan, identified how we will report to Council and made minor grammar changes	O0318-073	Mar 2020
Nov 2019	3	D16/29035[v2]	Minor wording changes, inclusion of point 2 for developing an engagement strategy, amended responsible officer title.	O1119-248	Nov 2021
Jan 2022	4	D16/29035[v3]	Amend Strategic Community Plan and Pulse references, include communication and engagement strategy information,	O0122-012	Jan 2024
Jan 2024	5	D16/29035[v4]	Adjust reference for Council Plan, add scope and definitions, adjust remove matrix and replace with guide, amend IAP2 table, minor wording amendments.	O0124-004	Jan 2026



POL 0043: Use and Storage of Presidential Chain

Purpose

To provide guidelines for the use and storage of the Presidential Chain.

Scope

This Policy summarises responsibilities associated with the use and storage of the Presidential Chain for the Shire President and Executive Services Staff.

Definitions

N/A

Practice

The Shire President in Office will have the discretion to determine when and where the Presidential Chain will be worn, with the following limitations -

1. Official Swearing in of the Shire President and Councillors in the Council Chamber;
2. Citizenship ceremonies held in the Shire of Esperance;
3. Formal functions at which the Shire President has been invited to make an address;
4. As a representative of the Shire of Esperance at official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, WA Governor, Premier, Ambassadors of State, Foreign Dignitaries, Business Groups and Associations as may be deemed appropriate;
5. As a representative of the Esperance Shire Council at graduations and dedication ceremonies held by universities and institutes of education, schools, charitable organisations, churches, sporting and community groups;
6. Ceremonies associated with state or national Local Government Association Conferences and/or Assemblies;
7. Any Civic ceremonies that require the formality for the Presidential Chain to be worn by the Shire President;
8. Presentation of Citizen of the Year Awards and other Awards of Honor, issued by the Shire of Esperance;
9. For the purpose of official portraits of the Shire President;
10. As a representative of Esperance Shire Council as part of a delegation travelling outside Australia approved by Council resolution;
11. Any occasion agreed to from time to time by a Council resolution;
12. At full Council meetings and other approved meetings/receptions.

Relevant procedures in the policy are as follows;

1. The Presidential Chain is not to be worn by any other elected member, Esperance Shire staff or citizens except by the Acting Shire President where necessary, with the approval of the Shire President.
2. The Presidential Chain is to be regarded as an “asset of the Shire of Esperance.”
3. The Presidential Chain must be kept in a secure area within the Shire of Esperance Office and the Executive Assistant will be the custodian for its safe keeping.
4. The Shire President will be responsible for the safe keeping of the Presidential Chain whilst in his/her possession.
5. All subsequent Shire Presidents, on the completion of their time with Council, will have their full name and period held office as President inscribed on the links of the Chain; this task will be the responsibility of the CEO or his staff.
6. The Chief Executive Officer and/or their delegate will be responsible for ensuring the maintenance of the Presidential Chain, log of use, insurance and safe storage of the item.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Oct 2016	1	D16/29037 (rev 1)	New policy	O1016-015	Oct 2018
Mar 2018	2	D16/29037 (rev 2)	Minor grammar changes to wording	O03/18-073	Mar 2020
Nov 2019	3	D16/29037[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	4	D16/29037[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	5	D16/29037[v4]	Include scope, remove Australia Day Ceremonies from limitations list, minor wording updates to second list.	O0124-004	Jan 2026



POL 0044: Live Streaming and Recording of Meetings

COUNCIL POLICY

Purpose

To provide guidance for employees, Councillors and the community with regard to the live streaming and/or recording of Meetings of Council at the Shire of Esperance.

To improve the accessibility and transparency of Council's decision making process.

Scope

This policy applies to -

1. Ordinary and Special Meetings of Council, plus any other public forums or meetings as authorised by the Chief Executive Officer;
2. Councillors and officers; and
3. Members of the public, both as visitors in the public gallery and as contributors to any Meeting of Council held in the Council Chamber.

This policy does not apply to any parts of a Meeting of Council closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

Definitions

CEO: means the Chief Executive Officer of the Shire of Esperance.

Live Stream: means transmitting live audio or video coverage of a Meeting over the internet.

Meeting: means Meetings of Council, plus any other public forums or meetings as authorised by the CEO.

Meetings of Council: means any Ordinary Council Meeting or Special Council Meeting.

Officers: means an employee of the Shire of Esperance.

Practice

Meetings to be streamed live and recorded

All Meetings of Council will be recorded and live streamed. The CEO may authorise the recording or streaming of other public meetings and/or forums held in Council Chambers at their discretion. Recordings will be made publicly available as soon as practical following the meeting.

Where a meeting or part of a meeting is closed to the public, these may also need to be recorded, however will not be live streamed or made available to the public. The recorded contents will need to be kept in a confidential folder in our records system.

A sign will be prominently displayed at the Council Chambers notifying attendees that the meeting will be live streamed and recorded.

The presiding member will make an announcement at the start of every meeting, drawing attention to the fact that the meeting will be live streamed and recorded on the Shire's website and that those in attendance should refrain from making comments that are deemed to be inappropriate under this Policy.

The presiding member of a meeting may at any time, direct the live streaming to be terminated if the content of discussion is determined to be inappropriate to be published.

Material that is inappropriate to be published may include, but is not limited to that which is -

1. An infringement of copyright;
2. A breach of privacy or discloses personal information;
3. Is defamatory, offensive, abusive or discriminatory in nature;
4. Misinformation;
5. Incites hatred or vilifies another person; or
6. Is confidential or privileged council information.

Positioning of cameras during the live streaming of a Council meeting

Cameras will be positioned so that members of the public are not visible, as far as practically possible. It is not intended that there be either live or visual recorded footage of the public, however, it is recognised that there may be incidental capture, for example in the background behind a Councillor.

It is intended that the camera positions will provide live and recorded vision of all Councillors who are present at a Meeting of Council. There will be live and recorded audio of Councillors when they speak for the duration of the meeting (other than for confidential items or meetings). Officers who address Council may be seen and heard on the live stream.

Opinions or statements made during a meeting

Unless set out in a resolution of Council, the Shire of Esperance does not support the opinions views, standards or statements made by individuals during a meeting, which may be contained in the live streaming/recording of the meeting.

The Shire does not accept any responsibility or liability for any loss, damage, cost or expense a person might incur as a result of the viewing, use, or reliance of information or statements provided in the live streaming/recording of meetings. Endorsed Council minutes provide the definitive record of Council's resolutions.

Public Participation at Meetings

The full content of the meeting will be recorded including questioners from the public gallery; a person's full name and where they are from may be read out and recorded.

Any person/s invited to speak at a meeting, will be invited to a designated location within the Council Chamber, from where they will be audio recorded but not seen on the live stream footage.

Members of the public wishing to speak at a meeting will be advised that the meeting will be live streamed and that the recording will be made publicly available on the Shire's website.

By participating in a meeting, the person/s attending consent to being audio recorded. If the person/s do not wish to be audio recorded, they are to notify the presiding member at the commencement of their submission.

Technical disclaimer

Whilst every effort will be made to ensure the live stream is running smoothly, the Shire takes no responsibility for and cannot be held liable for, the live stream being temporarily unavailable due to technical issues beyond its control.

Technical issues may include, but are not limited to -

1. the availability of the internet connection;
2. device failure or malfunction;
3. unavailability of social media platforms; or
4. power outages.

Copyright Terms

Copyright in the recording of proceedings vests in the Shire of Esperance, and permission must be sought to copy, communicate or transmit a recording of the proceedings, or a part of a recording of the proceedings.

The following conditions apply to the use of recordings of Meetings of Council or any other meetings or forums and will be placed on Shire's website -

1. Copying or use of recordings of meetings is expressly prohibited unless specifically authorised in writing by the CEO;
2. The user acknowledges that the Shire is the owner of the copyright in the recording of a meeting, and that the Shire has reserved all of its legal rights; and
3. Users must not make or copy single images from the recordings.

Disclaimer

A disclaimer has been prepared and will be published in the public gallery, meeting agenda, on the Shire's website and announced by the presiding member of the meeting to ensure that members in the public gallery are aware of the live streaming of the meeting.

Record Keeping

The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any regulations.

Recordings of Meetings of Council will be accessible on the Shire's website for a period of at least one (1) year.

All recordings will be retained as part of the Shire's records in accordance with the *State Records Act 2000*.

Responsibilities

Councillors and staff are required to act in accordance with the *Local Government Act 1995* (and regulations), *Code of Conduct* and other relevant policies.

Members of the public are required to extend due courtesy and respect to the Council, staff and other members of the public in attendance.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *State Records Act 2000*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Council Members, Committee Members and Candidates Code of Conduct*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2020	1	D20/27916	New policy	O0920-324	Sept 2022
Jan 2022	2	D20/27916[v2]	Biennial review, no change.	O0122-012	Jan 2024
Jan 2024	3	D20/27916[v3]	Include officer's definition, remove ('Act') after first reference of LG Act, minor wording changes.	O0124-004	Jan 2026



POL 0046: Cultural Protocols

Purpose

To establish protocols for Shire staff with regard to appropriate and consistent recognition and acknowledgement of Kepa Kurl Wudjari People of the Nyungar Nation and Ngadju People as the Traditional Custodians of the land, on which the Shire of Esperance is situated.

Scope

This Policy outlines cultural protocols of "Welcome to Country", "Acknowledgement of People and Country", and "Cultural Performances", and provides guidance as to their appropriate use.

Definitions

Welcome to Country: a formal welcome onto Nyungar and Ngadju land given by an Elder or Traditional Custodian of that land.

Acknowledgement of People and Country: a statement of recognition of the Traditional Custodian of the land. An Acknowledgement can be given by any person.

Cultural Performance: includes but is not limited to, dance, song or musical performance, and/or other means of artistic expression.

Elder: is defined as someone who has gained recognition as a custodian of knowledge and lore, and who has permission to disclose knowledge and beliefs. It is important to understand that age alone doesn't necessarily mean that one is recognised as an Elder.

Practice

The Shire of Esperance recognises the Kepa Kurl Wudjari people of the Nyungar Nation and Ngadju people's custodianship of country, and is committed to observing appropriate protocols for acknowledging this custodianship at formal Shire events, to which members of the public and external stakeholder groups attend.

The Shire of Esperance is committed to greater visibility and promotion of First Nation people's culture and connection to country.

Welcome to Country

A Welcome to Country can only be performed by Elders who are recognised as Traditional Custodians of Nyungar or Ngadju country, as this gives Traditional Custodians the opportunity to formally welcome people to their land.

The Welcome to Country should be the first item on the order of proceedings for the event and may comprise of a single speech with or without an accompanying cultural performance.

Events where it is appropriate for a Welcome to Country to be performed include:

1. Official civic receptions by invitation;
2. Where visiting dignitaries are being hosted by Shire staff or Elected Members. These can include Members of Parliament, state and federal government Ministers, Heads of State and their representatives, and/or visiting persons of high renown or esteem;
3. Openings of significant new public buildings or facilities;
4. NAIDOC and Reconciliation Week events hosted by the Shire or Council;
5. Openings or official launches of large public events;
6. Shire of Esperance civic and significant awards presentations; and
7. Conferences organised or hosted by the Shire, where people from outside the municipality are in attendance.

Where it is identified that a Welcome to Country should be performed, the following should occur -

1. The Shire employee (project leader, manager) should record that a Welcome to Country is required and forward a request to the Executive Assistant to the Chief Executive Officer (Executive Assistant) no less than four weeks prior to the event.
2. The Executive Assistant will inform the Shire President and the CEO of the event details and requirement for a Welcome to Country.
3. The Executive Assistant will organise arrangements for the Welcome to Country inclusive of sourcing an appropriate Elder or Traditional Custodian, liaising with the recognised Traditional Custodian's body corporate for the area where the Welcome to Country will take place.

Acknowledgement of People and Country

An Acknowledgement of People and Country can be performed by anyone, and is a respectful public acknowledgement of the Traditional Custodians of the land. Generally, an acknowledgement will be performed by the host or Master of Ceremonies of the event or gathering, unless a specific person has been requested to perform this.

Events where an Acknowledgment should be considered include -

1. Preceding Council or Committee meetings;
2. Citizenship ceremonies;
3. Large meetings where external stakeholders are present;

4. Official openings or launches of intimate public events, either by invitation or not and;
5. Special events as determined by staff managing the event.

Where it is identified that an Acknowledgement of People and Country should be performed, the following should occur -

1. The Shire employee (project leader, manager) should prepare suitable agendas and/or speech notes and insert the requirement for an Acknowledgement of People and Country.
2. The preferred Acknowledgement of People and Country is as follows:
"I'd like to begin by acknowledging the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people, who are the Traditional Custodians of this Land, and their continuing connection to land, waters and community. We pay our respect to their Elders past, present and emerging and we extend that respect to other Aboriginal Australians today."

Cultural Performance

Cultural Performances include dance, song, artistic expression and music, and are an optional addition to a Welcome to Country or Acknowledgement of People and Country.

Cultural Performances will most commonly accompany a Welcome to Country, however can also be considered to accompany an Acknowledgment of People and Country.

Where it is identified that a Cultural Performance is necessary or possible the following should occur -

1. The Shire employee (project leader, manager) should record that in addition to a Welcome to Country or Acknowledgement of People and Country, an opportunity to include a Cultural Performance with the program is necessary or possible. This should be forwarded to the Executive Assistant no less than four weeks prior to the event.
2. On confirmation from the Executive Assistant that the event has been approved, the Shire employee (project leader, manager) should discuss options for a Cultural Performance.
3. The Executive Assistant will organise arrangements for the Cultural Performance inclusive of sourcing an appropriate program and liaising with the event coordinator regarding run sheets, logistics and the management of honorarium payments.

The determination of whether a Cultural Performance is necessary or possible shall be made by the Chief Executive Officer, Shire President and Project Manager. Contingent factors shall be accounted for including but not limited to -

1. Logistical constraints of the event or function – including physical and time constraints; project budgets; and appropriateness.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2020	1	D20/34718	New policy	O1120-360	Nov 2022
Jan 2022	2	D20/34718[v2]	Move citizenship ceremonies from Welcome to Country section to Acknowledgement section	O0122-012	Jan 2024
May 2022	3	D20/34718[v3]	Change references to Traditional Owner to be Traditional Custodian, change Nyungar identification to be 'Kepa Kurl Wudjari people of the Nyungar Nation'.	O0522-114	May 2024
Jan 2024	4	D20/34718[v4]	Include scope, move second sentence in Welcome to Country definition to the welcome to country section, remove third paragraph under practice section, minor grammar and wording updates.	O0124-004	Jan 2026



POL 0047: Attendance at Events

Purpose

To address Elected Members and the Chief Executive Officer's (CEO) attendance at events, whether free of charge, a sponsorship agreement, or paid by the Shire of Esperance.

The purpose of this Policy is to provide transparency for Elected Member and CEO attendance at events.

Scope

This document summarises the protocols for Elected Members and CEO of the Shire of Esperance when attending events.

Definitions

Event: an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with 5.90A(1)(e) of the Act.

Act: *Local Government Act 1995*.

Practice

Invitations

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the *Local Government (Administration) Regulation 20A* applies in this case.

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a gift to that person, unless the ticket or invitation is referred to the local government for consideration with regard to this Policy.

The following events and attendees are pre-approved for the purposes of this policy:

Event	Event Organiser or Date	Approved Attendee/s
Local Government Week	Western Australian Local Government Association (WALGA)	All Elected Members
		Chief Executive Officer
Local Events (within the Shire of Esperance)	Sporting	Shire President
	Cultural	Deputy Shire President
	Industry	

WALGA Annual General Meeting	Western Australian Local Government Association (WALGA)	Shire President Deputy Shire President Chief Executive Officer
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Approval of attendance

In deciding on attendance at an event, Council must consider:

1. who is providing the invitation or ticket to the event;
2. the location of the event in relation to the Shire (within the region or out of the region);
3. the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. whether the event is sponsored by the Shire of Esperance;
5. the benefit of Shire of Esperance representation at the event;
6. the number of invitations / tickets received; and
7. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this Policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate.

Where attendance at an event is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.

Payments of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, and for events outside the region, if Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this Policy as a pre-approved event, Council will determine whether it is in the best interest of the Shire for an Elected Member, the CEO or another officer to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid by the local government, must be reimbursed by the representative, unless expressly authorised by Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2020	1	D20/34719	New policy	O1120-355	Nov 2022
Jan 2022	2	D20/34719[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D20/34719[v3]	Minor rewording, include scope.	O0124-004	Jan 2026



POL 0048: Code of Conduct Behaviour Complaints Management

COUNCIL POLICY

Purpose

To establish, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and clause 2.9(2) of the Shire of Esperance's Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 2 of the Shire of Esperance's *Code of Conduct for Council Members, Committee Members and Candidates*.

To give result to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Scope

This Policy applies to complaints made in accordance with clause 2.5 of the Shire's *Code of Conduct for Council Members, Committee Members and Candidates*.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act: means the *Local Government Act 1995*.

Behaviour Complaints Committee: means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer: means a person authorised in writing under clause 2.5(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2(ab) of this Policy.

Breach: means a breach of Division 2 of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Candidate: means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint: means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3(b) of this Policy.

Code of Conduct: means the Shire of Esperance's *Code of Conduct for Council Members, Committee Members and Candidates*.

Committee: means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member: means a Council Member, employee of the Shire of Esperance or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint: means a complaint submitted under clause 2.5 of the Code of Conduct.

Complainant: means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor: means a person appointed by the Behaviour Complaints Officer in accordance with Part 2(b) and Part 3(h) of this Policy.

Complaint Documents: means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form: means the form approved under clause 2.5(2)(a) of the Code of Conduct.

Council: means the Council of the Shire of Esperance.

Council or Committee Meeting: means a formal meeting of Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as working group meetings, workshops or briefings.

Council Member: means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding: means a finding made in accordance with clause 2.6(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan: means a Plan that may be prepared and implemented under clause 2.6(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents: means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Practice

1. Principles
 - a. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular -

- i. the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan is implemented;
- ii. the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and

- iii. any findings made will be based on proper and genuine consideration of the evidence.
- b. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

- c. Confidentiality

The Shire of Esperance will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides appropriate reasons this should not occur.

The Complainant's contact information will not be provided to the Respondent.

The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.

The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

- d. Accessibility

The Shire of Esperance will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

The Shire of Esperance's Behaviour Complaints Officer is;

Director Corporate and Community Services

Phone: 08 9071 0693

Email: shire@esperance.wa.gov.au

2. Roles

a. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 2.5(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

To assist with workload and record keeping, the Behavioural Complaints officer may engage the assistance of the Information Management Officers at the Shire. They will be held to the same confidentiality requirements as the Behavioural Complaints Officer.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

b. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.(h) of this Policy.

The Complaint Assessor is an impartial employee or third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

3. Procedure

a. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 2 of the Code of Conduct.

A Complaint must be made within one (1) month after the alleged Breach.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made.

b. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice -

- i. To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- ii. To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

c. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

d. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that -

- i. confirms receipt of the Complaint;
- ii. outlines the process that will be followed and possible outcomes;
- iii. explains the application of confidentiality to the complaint;
- iv. includes a copy of this Policy; and
- v. if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3(f) of this Policy.

e. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that -

- i. advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- ii. includes a copy of the Complaint Documents;
- iii. outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- iv. includes a copy of this Policy; and
- v. if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.(f) of this Policy.

f. Alternative Dispute Resolution

The Shire of Esperance recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3(c) of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is aiding the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

g. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

h. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor. The Complaints Assessor may be either an Employee of the Shire of Esperance or a third party appointed in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

i. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether -

- i. the behaviour occurred at a Council or Committee Meeting,
- ii. the behaviour was dealt with by the person presiding at the meeting, and/or
- iii. the Respondent has taken remedial action in accordance with the Shire of Esperance's *Standing Orders Local Law 2015*.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

j. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3(d) and Part 3(e) of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

k. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will -

- i. outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- ii. include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- iii. include recommendations on each decision that may be made by Council; and
- iv. include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4.(d) of this Policy, the Complaint Report must include a Proposed Plan.

The Respondent and Claimant will be provided with a draft copy of the Complaint Report, and an opportunity to make submissions, before the Complaint Assessor finalises the Complaint Report.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

I. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with clause 2.7 of the Code of Conduct and Part 4(b) of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 2.7(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 2.6 of the Code of Conduct and Part 4(c) of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 2.6(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4(d) of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 2.6(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

m. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 3.9 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

a. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

b. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 2.7(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- i. the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- ii. either —
 1. the behaviour was dealt with by the person presiding at the meeting; or
 2. the Respondent has taken remedial action in accordance with the Shire of Esperance's Standing Orders Local Law 2015

c. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 2 of the Code of Conduct.

d. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider -

- i. the nature and seriousness of the breach(es);
- ii. the Respondent's submission in relation to the contravention;
- iii. whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- iv. whether the Respondent has breached the Code of Conduct on previous occasions;
- v. likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- vi. personal circumstances at the time of conduct;
- vii. need to protect the public through general deterrence and maintain public confidence in Local Government; and
- viii. any other matters which may be regarded as contributing to the conduct or mitigating its seriousness.

e. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following -

- i. engage in mediation;
- ii. undertake counselling;
- iii. undertake training;
- iv. take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline -

- a. the actions to be taken to address the behaviour(s);
- b. who is responsible for the actions;
- c. any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- d. a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Any requirements identified within a Plan will be arranged by the Shire in accordance with the Elected Member Professional Development Policy once adopted.

.....End.....

Document Information

Responsible Position	Executive Assistant- Director Corporate & Community Services
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Council Members, Committee Members and Candidates Code of Conduct*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
May 2021	1	D21/17096	New policy	O0521-146	May 2023
Jan 2022	2	D21/17096[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D21/17096[v3]	Minor rewording	O0124-004	Jan 2026
May 2024	4	D21/17096[v4]	Update clause references throughout	O0524-058	May 2026



POL 0049: Elected Member Professional Development

Purpose

To ensure that Elected Members of the Shire of Esperance meet and comply with the prescribed professional development requirements under the *Local Government Act 1995*, and to encourage participation in other professional development, specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an Elected Member.

Scope

This Policy applies to elected members of the Shire of Esperance.

Definitions

Conference: means a gathering within a structured learning environment, or event related to the industry of local government in the form of a conference, congress, seminar, forum and workshop.

Professional Development: defines training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government

Practice

Compulsory Training

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire of Esperance is required under the *Local Government Act 1995* to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire of Esperance.

Elected Members of the Shire of Esperance must undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within a period of 12 months from election, unless a prescribed exemption applies -

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

All units and associated costs will be paid by the Shire and must be completed within 12 months following election. The training is valid for 5 years.

It is Council's preference that the training is undertaken via the eLearning method which is the most cost-efficient form of delivery. It is acknowledged that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth Metropolitan area.

Ongoing Professional Development

The professional development of Elected Members is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate, by well trained and committed Elected Members, acting in the best interest of the community.

Elected Members are encouraged to nominate to attend other professional development opportunities to enhance and broaden their knowledge of local government issues to support the community.

In order to be eligible for approval under this Policy, professional development must be relevant to the role of an Elected Member, and offer demonstrable benefit to the Council as a governing body, the Shire as an organisation, and the broader community.

This includes continuing professional development that:

1. Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
2. Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire;
3. Enables Council Members to further develop personal and professional skills, necessary for excellence in performance of the Council Member role; or
4. Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire community.

Eligible Formal Training Events

The formal training events to which this Policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals -

1. The West Australian Local Government Association (WALGA);
2. Local Government Professionals WA;
3. Accredited training organisations offering training which directly relates to the role and responsibilities of Elected Members;
4. Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
5. Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other professional development opportunities as described above -

1. WALGA WA Local Government Week;
2. Special "one off" conferences sponsored by WALGA or the Department of Local Government, ~~Sport and Cultural Industries~~ on important local government issues;
3. Annual conferences of major professions of local government;
4. Conferences which advance the development of Elected Members in their role as Councillors; or
5. Conferences of organisations on which an Elected Member has been elected or appointed as a delegate.

Approval of Professional Development

Councillors must submit their application for professional development to the Shire President or Chief Executive Officer. Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing -

1. Course or event title, provider or organiser name, location and date;
2. Copy of, or link to program, course outline or other summary of content;
3. An outline of the anticipated benefits of attendance, with reference to this policy; and
4. Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

The Shire President and Chief Executive Officer have the ability to approve or refuse applications for training or professional development. Considerations for approval include -

1. The costs of attendance including registration, travel and accommodation (if required);
2. The budget provisions allowed and the uncommitted or unspent funds remaining as per the Elected Member Entitlement Policy;
3. Any justification provided by the applicant when the training is submitted for approval;
4. The benefits to the Shire of the person attending;
5. Identified skills gaps of elected members both individually and as a collective;
6. The Elected Member holding a position on the relevant Council Committee that deals with the subject matter of the conference;
7. If no nominees are available from the relevant portfolio or Committee then the nomination will be at the discretion of Council;
8. The current or future strategic direction and activities of the Shire and its priorities as related to the Shire's Strategic Community Plan;

9. The equity of opportunity and the remaining period of office of the Elected Member concerned including recognition of the number of opportunities already provided to the respective Elected Member; or
10. A maximum of two (2) Councillors attending any one conference (excluding Local Government Week), unless resolved otherwise by Council.

Travel Arrangements

All booking arrangements for conferences and training for Elected Members are coordinated through the Chief Executive's Office.

Bookings allocated to Elected Representatives of the Shire cannot be exchanged, downgraded or rebated. Efforts will be made to modify departure times only.

Bookings will not be revised to include personal travel that is not part of the scheduled conference itinerary. Efforts will be made to upgrade or alter the booking if the Elected Member is personally paying for the additional costs.

The proposed duration of conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Esperance will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference or training.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefits from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

Reporting and Publishing

All Elected Members attending any conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors.

A record of conferences or training attended by Elected Members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on professional development training completed by Elected Members in the financial year.

This report is to be published on the shire website within 1 month after the end of the financial year to which the report relates.

Conference/Seminar Attendance

This statement applies to all conferences and seminars, in order that Council provides an opportunity for Elected Members to further their knowledge, professional development and to establish industry networks. Council recognises that Elected Members, in carrying out their duties and responsibilities, will be required to represent the Council by attendance at various conferences or seminars.

Attendance

Subject to budgeted funds being available, an allocation of \$4,500 per financial year will be allocated to each Elected Member to attend approved conferences, including interstate and intrastate conferences. The cost of attending Local Government Week and travel and accommodation costs related to attending conferences and seminars will be included within this financial limit. The Budget allocation for Elected Members for Conferences/Seminars, and Travel and Accommodation will be reviewed annually.

Elected Members may be nominated and authorised to attend conferences by -

1. the Council through a resolution passed at a Council Meeting for interstate and/or international conferences; or
2. the Shire President, or CEO acting within delegated authority, for intrastate conferences.

In applying this policy authority is delegated to the CEO to authorise attendance at intrastate conferences and to nominate and authorise a substitute Elected Member to attend any conference in lieu of the person/s approved, if they are unable to attend the conference.

Limitations on Conference Attendance

Elected Members conference attendance will be limited to the annual member allocation amount of \$4,500 and this will be applied to a combination of Local Government Week and other intrastate conferences to the combined maximum value of \$4,500 or alternatively one (1) interstate conference and other intrastate conferences to the maximum combined value of \$4,500. This allowance applies to all conferences but does not include dedicated training courses provided for Elected Members via WALGA or the Department of Local Government, this is determined under the Elected Member Training and Personal Development section of this Policy.

The Council shall have the authority to nominate the Shire President to attend any conference; however, the maximum value shall be 1.5 times the Member's allocation in any financial year.

Elected Member Training Allowance

An annual training allowance of \$3,000 per Elected Member will be available in order for Elected Members to undertake approved training courses for personal development. This allocation is for course fees only and does not include travel and accommodation costs.

Note: course costs for units specified in the Compulsory Training section of this policy are additional to the annual training allowance and will not reduce this balance.

For qualifications relevant to your position which are greater than the annual training allowance, the Shire may contribute up to 75% of the course cost.

Cost for travel and accommodation during approved training will be allocated from the \$4,500 conference allowance.

Conference and Training Costs, Travel and Related Expenses

The Shire will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Travel, registration fees and accommodation are to be arranged directly by the Executive Assistant.

Expenses relating to conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items -

3. Airfare;
4. Conference registration;
5. Copy of conference proceedings;
6. Accommodation; and
7. Meals

Incidental expenses include -

1. Travel to and from the conference venue; and
2. Travel to and from all airport destinations.

For each Council delegate authorised to attend a conference, training or seminar in accordance with this Policy, Council would cover direct expenses of such attendances, including the cost of registration, official conference functions/dinners/tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.

Reasonable out-of-pocket expenses would not include excessive in-room charges; mini bar costs; entertaining expenses; meals and drinks where provided for by conference registration; or personal costs such as dry-cleaning or personal care appointments.

Where the conference, training or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the venue.

In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference, training or seminar.

The preferred method of travel to and from a conference, training or seminar in Perth or interstate is via air travel. Alternatively, or where air travel is not available, the preferred method of road travel is by Shire provided vehicle. Where an Elected Member chooses to take their own private vehicle to suit personal arrangements, the Shire will -

1. Pay the Elected Member the equivalent of a single return flight to Perth (equivalent to the cost of a Rex Community Fare) for travel by private motor vehicle; or
2. Pay the Elected Member the rate stipulated in the table on page 1 of this Policy where the travel is outside of the Perth metropolitan region (i.e. Kalgoorlie, Ravensthorpe, Norseman etc.).

Where the mode of transport to attend a conference, training or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference, training or seminar.

Hire cars will be made available to Elected Members to facilitate their attendance at a conference, training or seminar where the CEO considers it favourable as opposed to utilising taxis or public transport. In this instance parking costs will also be reimbursed.

Where meals are not included as part of the associated conference, training, seminar or accommodation, Elected Members will receive an allowance or reimbursement at the following rates in accordance with the *Public Service Award 1992* -

1. Breakfast \$16.30
2. Lunch \$16.30
3. Dinner \$46.50

Any expenditure over and above these amounts will be at the cost of the Elected Member.

Where the CEO or a Director pays for the costs of a group meal via corporate credit card, those Elected Members in attendance will not be paid the meal allowance referred to in point 8 above.

Elected Member Delegate – Accompanying Person

Where an Elected Member is accompanied at a conference or training course, all costs for or incurred by the accompanying person are at their personal expense and not covered by Council. The exception to this being the cost of shared accommodation, provided there is no increase in accommodation costs from the rate if the elected member attended the event alone, and attending any official conference dinner where partners would normally attend, then the Council would pay that cost.

Sharing of Knowledge

At the next Ordinary Council Meeting following the return from an approved conference, training or seminar, the Elected Member concerned shall provide at least a verbal report on the attendance for the information of other Elected Members. Any written papers or materials should be handed to the CEO for circulation within the organisation.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*
- *Public Service Award 1992*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2021	1	D21/20126	New policy	O0621-149	Jun 2022
Jan 2022	2	D21/20126[v2]	Biennial review, no change.	O0122-012	Jan 2024
Jun 2022	3	D21/20126[v3]	Include provisions for high level qualifications.	O0622-148	Jun 2024
Jan 2024	4	D21/20126[v4]	Change references of conferences and training to be professional development, minor rewording and formatting.	O0124-004	Jan 2026



POL 0050: Elected Member Social Media

Purpose

The purpose of this policy is to guide Elected Members in their use of social media to ensure communication with the community is professional, respectful, and aligned with the values and standards of the Shire of Esperance.

It promotes responsible use of social media that upholds the integrity of Council, supports transparency, and fosters positive engagement with the community.

Scope

This policy applies to all Elected Members of the Shire of Esperance when using social media in any capacity that may identify them as a Council Member or relate to their role.

Social media is an important tool for communication, engagement, and collaboration with the community. The Council recognises its value in strengthening transparency, accessibility, and connection between Elected Members and the public.

This policy ensures that all social media use by Elected Members is thoughtful, respectful, well-reasoned, and responsible, reflecting their professional position and community standing, and remaining consistent with the Code of Conduct and adopted Council policies.

Definitions

Code of Conduct: refers to the Code of Conduct - Council Members, Committee Members and Candidates.

The Guide: refers to the Elected Member Use of Social Media Guide document.

Shire: refers to the Shire of Esperance as an organisation/governing body.

Social Media: includes any online platform that enables users to create and share information. Some examples of social media are –

- a. Social networking sites (e.g. Facebook, LinkedIn, Google+)
- b. Blog posts including video and podcasts
- c. Video hosts (e.g. YouTube, Vimeo)
- d. Image sharing sites (e.g. Flickr, Instagram and Pinterest)
- e. Text or voice chat
- f. Forums or discussion groups Geolocation based media (e.g. Discord)
- g. Wikis and online collaborations (e.g. Wikipedia)

Practice

Social media is a powerful way for Elected Members to connect with the community, share information, and encourage participation in local issues. It can break down barriers, increase transparency, and strengthen public discussion about Council matters.

However, with this opportunity comes responsibility. The community expects Elected Members to communicate in a way that is thoughtful, respectful, well-reasoned, and responsible, regardless of the platform used. While social media often encourages short or informal posts, the same professional standards apply online as they do in person or within Council Chambers.

All Elected Members must comply with the Code of Conduct and the *Local Government Act 1995* when engaging on social media. The Elected Member Use of Social Media Guide provides a practical framework that sets out clear expectations for respectful communication, confidentiality, and integrity in public comment.

As part of the Elected Member induction process, a training session will be provided to outline best practice for social media use and reinforce responsibilities under this Policy. The Guide should be read in conjunction with the Code of Conduct and forms part of Council's broader governance framework.

A breach of this Policy or the Guide may be considered a breach of the Code of Conduct. Members are expected to ensure that all online communication reflects the dignity of their role, maintains public trust, and protects the reputation of both Council and the Shire of Esperance.

Recordkeeping

Social media posts and comments made by the Shire of Esperance and Elected Members are classified as "official public records". It is a statutory requirement for the Shire to monitor relevant social media posts and retain them in the Shire's document management system for record keeping purposes, as per the *State Records Act 2002*.

Use of Social Media During Local Government Elections

During local government elections, social media posts may be considered 'election material'.

Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the home address of the person who authorises the material. Therefore, any social media which may in some way comment on Candidates or Council during an election campaign must meet the requirements of the *Local Government (Elections) Regulations 1997* and associated Regulations. Elected Members and Candidates should understand these rules. If in doubt, act on the side of caution and refrain from using social media to make comment. Advice can be obtained from the WA Electoral Commissioner's delegate or the WA Electoral Commission website.

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Elections) Regulations 1997*
- *Code of Conduct - Council Members, Committee Members and Candidates*
- *Elected Member Use of Social Media Guide*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Aug 2021	1	D21/28773	New policy	O0821-143	Aug 2023
Jan 2022	2	D21/28773[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D21/28773[v3]	Removed Guidelines from policy and created the Elected Member Use of Social Media Guide which is now referenced, minor rewinding.	O0124-004	Jan 2026



POL 0050: Elected Member Social Media

COUNCIL POLICY

Purpose

The purpose of this policy is to guide Elected Members in their use of social media to ensure communication with the community is professional, respectful, and aligned with the values and standards of the Shire of Esperance.

It promotes responsible use of social media that upholds the integrity of Council, supports transparency, and fosters positive engagement with the community. The purpose of this policy is to provide guidance for the use of social media by Elected Members when engaging with the community in both a private and public capacity.

Scope

This policy applies to all Elected Members of the Shire of Esperance when using social media in any capacity that may identify them as a Council Member or relate to their role.

Social media is an important tool for communication, engagement, and collaboration with the community. The Council recognises its value in strengthening transparency, accessibility, and connection between Elected Members and the public.

This policy ensures that all social media use by Elected Members is thoughtful, respectful, well-reasoned, and responsible, reflecting their professional position and community standing, and remaining consistent with the Code of Conduct and adopted Council policies. The Council is committed to engaging with Esperance communities, and enhancing existing communication and information circulation. Social media has become an essential part of daily life and method of communication. The use of social media by the Shire and the Elected Members can enhance communication, engagement and collaboration with our community.

The intent of this Policy is to ensure that social media engagement by Elected Members are thoughtful, well-reasoned and responsible, suited to their professional position and standing in the community and aligns with the adopted policies of the Council.

Definitions

Code of Conduct: refers to the Code of Conduct - Council Members, Committee Members and Candidates.

The Guide: refers to the Elected Member Use of Social Media Guide document.

Shire: refers to the Shire of Esperance as an organisation/governing body.

Social Media: includes any online platform that enables users to create and share information. Some examples of social media are –

- a. Social networking sites (e.g. Facebook, LinkedIn, Google+)
- b. Blog posts including video and podcasts
- c. Video hosts (e.g. YouTube, Vimeo)
- d. Image sharing sites (e.g. Flickr, Instagram and Pinterest)
- e. Text or voice chat
- f. Forums or discussion groups Geolocation based media (e.g. Discord)
- a. Wikis and online collaborations (e.g. Wikipedia) includes all of the means by which information in the form of text, still and video images, sound files, data or preferences are communicated to an audience of more than one via the internet. Some examples of popular social media are
 - Social networking sites (e.g. Facebook, LinkedIn, Google+)
 - Blog posts including video and podcasts
 - Video hosts (e.g. YouTube, Vimeo)
 - Image sharing sites (e.g. Flickr, Instagram and Pinterest)
 - Text or voice chat
 - Forums or discussion groups Geolocation based media (e.g. Foursquare)
- a.g. Wikis and online collaborations (e.g. Wikipedia)

Practice

Social media, can play an important role in the public forum and can offer a means for public discussion around council and community issues. Social media can help remove barriers in engaging wide sectors of the community and enhance existing communications and information circulation.

One of the roles of Elected Members is to facilitate communications between the community and Council. Where social media encourages short and attention-grabbing statements, the community expects thoughtful, well-reasoned and responsible communications from its representatives. The existing expectations around professional conduct such as those contained in the Code of Conduct, Elected Member Use of Social Media Guide and Local Government Act 1995 apply.

As part of Elected Members induction into Council, a training session will be convened to provide advice to all Elected Members on the best practice use of social media in their role.

The Guide should be read in conjunction with the Code of Conduct and form part of Council's policies, codes and decisions. A breach of this Guide may be considered a breach of the Code.

Social media is a powerful way for Elected Members to connect with the community, share information, and encourage participation in local issues. It can break down barriers, increase transparency, and strengthen public discussion about Council matters.

However, with this opportunity comes responsibility. The community expects Elected Members to communicate in a way that is thoughtful, respectful, well-reasoned, and responsible, regardless of the platform used. While social media often encourages

short or informal posts, the same professional standards apply online as they do in person or within Council Chambers.

All Elected Members must comply with the Code of Conduct and the *Local Government Act 1995* when engaging on social media. The Elected Member Use of Social Media Guide provides a practical framework that sets out clear expectations for respectful communication, confidentiality, and integrity in public comment.

As part of the Elected Member induction process, a training session will be provided to outline best practice for social media use and reinforce responsibilities under this Policy. The Guide should be read in conjunction with the Code of Conduct and forms part of Council's broader governance framework.

A breach of this Policy or the Guide may be considered a breach of the Code of Conduct. Members are expected to ensure that all online communication reflects the dignity of their role, maintains public trust, and protects the reputation of both Council and the Shire of Esperance. Elected Members must not make 'improper use of office' to cause detriment to the Shire or another local government. Standards for Elected Members include the requirement to avoid damage to the reputation of the Shire and the legal fidelity to the Council. It is important to ensure the language and approach used online is consistent with what the community would expect from an Elected Member and meets the requirements of the Code of Conduct.

Recordkeeping

Social media posts and comments made by the Shire of Esperance and Elected Members are classified as "official public records". It is a statutory requirement for the Shire to monitor relevant social media posts and retain them in the Shire's document management system for record keeping purposes, as per the State Records Act 2002.

Use of Social Media During Local Government Elections

During a Local Government election period local government elections, social media posts may be considered fall into the category of 'election material'.

Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the home address of the person who authorises the material. Therefore, any social media which may in some way comment on Candidates or Council during an election campaign must meet the requirements of the *Local Government (Elections) Regulations 1997* and associated Regulations. Elected Members and Candidates should familiarise themselves with understand these rules requirements. If in doubt, act on the side of caution and refrain from using social media to make comment. Advice can be obtained from the WA Office of the CEO or Electoral Commissioner's delegate or the WA Electoral Commission website.

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Elections) Regulations 1997*
- *Code of Conduct - Council Members, Committee Members and Candidates*
- *Elected Member Use of Social Media Guide*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Aug 2021	1	D21/28773	New policy	O0821-143	Aug 2023
Jan 2022	2	D21/28773[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D21/28773[v3]	Removed Guidelines from policy and created the Elected Member Use of Social Media Guide which is now referenced, minor rewording.	O0124-004	Jan 2026

Item: 12.3.4

Adoption of 2024/2025 Annual Report

Author/s	Blaise Graham Sarah Walsh	Governance and Corporate Support Officer Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/34841

Applicant

Internal

Location/Address

N/A

Executive Summary

To present to Council for acceptance the 2024/2025 Shire of Esperance Annual Report and to set a date and time for the Annual General Meeting of Electors.

Recommendation in Brief

That Council:

1. Accepts the 2024/2025 Shire of Esperance Annual Report as presented
2. Convenes the Annual General Meeting of electors for 6pm Tuesday 3 February 2026 at the Shire Chambers
3. Requests that the Chief Executive Officer, pursuant to sections 5.29 and 5.55 of the *Local Government Act 1995*, provide the requisite statutory local public notice of the acceptance of the 2024/2025 Shire of Esperance Annual Report and the time and date of the Annual General Meeting of Electors.

Background

Pursuant to sections of 5.53 and 5.54 of the *Local Government Act 1995*, the Shire is required to prepare an Annual Report and present it to Council for acceptance by 31 December of each calendar year.

Furthermore, section 5.57 of the *Local Government Act 1995* stipulates that a general meeting of electors is to be held once every financial year but not more than 56 days after the local government accepts the Annual Report for the previous financial year.

A significant proportion of the Annual Report are the Annual Financial Statements and Associated Notes. A meeting of the Audit Committee was convened on 9 December 2025, where the Audit Committee endorsed the audited 2024/2025 Annual Financial Report incorporating the Audit Report.

Officer's Comment

A copy of the 2024/2025 Shire of Esperance Annual Report has been distributed to Elected Members. The Annual Report includes a full copy of the endorsed Annual Financial Report incorporating the Audit Report.

The recommended date for the Annual Electors meeting of 3 February 2026 was proposed to ensure compliance with the Act. A meeting must be called within 56 days of Council accepting the Annual Report and cannot be held until a minimum of 14 days from the date Public Notice has been provided. Under the

Act, Public Notice must include an advertisement on the Shire's website and any 3 of the methods listed under r.3A(2) of the *Local Government (Administration) Regulations 1996*.

Consultation

Chief Executive Officer
Executive Services
Corporate & Community Services
External Services
Asset Management

Financial Implications

Advertising costs are within the budget.

Asset Management Implications

Nil

Statutory Implications

The statutory implications associated with this item are sections 5.27; 5.29; 5.53; 5.54 and 5.55 of the *Local Government Act 1995*.

Policy Implications

Nil

Strategic Implications

Council Plan 2022-2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Priority Project 14.1.1. Provide public reports on progress towards achievement of priority projects and outcomes.

Environmental Considerations

Nil

Attachments

A↗. Annual Report 2024/2025 - *Under Separate Cover*

Item: 12.3.4 Adoption of 2024/2025 Annual Report

Moved: Cr Davies
Seconded: Cr Obourne

O1225-099

Council Resolution

That Council:

1. Accepts the 2024/2025 Shire of Esperance Annual Report as presented.
2. Convenes the Annual General Meeting of electors for 6pm Tuesday 3 February 2026 at the Shire Chambers; and
3. Requests that the Chief Executive Officer, pursuant to sections 5.29 and 5.55 of the *Local Government Act 1995*, provide the requisite statutory local public notice of the acceptance of the 2024/2025 Shire of Esperance Annual Report and the time

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

Item: 12.3.5

Lease Variation - Lot 500 Black Street - Multisports Pavilion

Author/s

Blaise Graham
Sarah Walsh

Governance and Corporate Support Officer
Coordinator Governance & Corporate Support

Authorisor/s

Felicity Baxter

Director Corporate and Community Services

File Ref: D25/34916

Applicant

Esperance Hockey Association

Location/Address

Portion Lot 500 Black Street, Reserve 3287.



Executive Summary

For Council to consider varying the lease for the Esperance Hockey Association at the Greater Sports Ground.

Recommendation in Brief

That Council vary the lease for the Esperance Hockey Association at the Greater Sports Ground.

Background

The Esperance Hockey Association (Association) has a current lease for the Multisports Pavilion (clubroom) and four light towers, which is due to expire on 30 June 2045.

The Association has recently received funding to install synthetic turf playing surfaces and upgraded lighting towers and has requested that their lease area be increased to encompass the playing surface area. The Association has also requested that the planning and building fees for the project be waived.

Officer's Comment

The Association has a land-only lease with all maintenance and repairs for their infrastructure being the responsibility of the Association.

To enable the Association's project to proceed, it is recommended that their lease area be increased to include the new synthetic turf hockey field and light towers in addition to the clubroom. The existing lease area plan is shown in Annexure B and the proposed additional lease area is shown in Annexure C.

Part of this project is to develop a vehicle thoroughfare between the existing retaining wall and oval, which will be excluded from the lease to allow vehicle access to the oval area. This area will not be the Association's responsibility to maintain.

The Association is a local community sporting group with their facilities to be built on the Greater Sport Ground, and Council has previously supported this project and the Association through Community Grants Program. As such, it is recommended that their request to waive fees be supported, including all planning and building fees.

Development applications also require a BCITF and Building Services Levy to be paid, however these are not Shire fees and charges and therefore cannot be waived.

Consultation

Esperance Hockey Association
Director Asset Management
Chief Executive Officer
Building
Health
Community Development
Parks & Environment

Financial Implications

Lease variation fee \$250 inc GST

Recommend for Council to waive planning, building fees as requested by the Association, excluding the BCITF and Building Services Levy fees.

Asset Management Implications

The Shire and Association will have a separate agreement in place regarding the Shire's contribution to the project.

Ongoing repairs and maintenance of all infrastructure within the lease area will be the Association's responsibility as the lease is for land only.

Statutory Implications

Local Government Act 1995

Policy Implications

Building and Property Agreements Policy

Strategic Implications

Council Plan 2022 – 2032

People - Outcome 2. A healthy and active community

Objective 2.2. Increase participation in sport and recreation activities.

Environmental Considerations

Nil

Attachments

- A. Lease Variation Request - Esperance Hockey Association
- B. Existing Lease Area Plan - Esperance Hockey Association
- C. Additional Lease Area Plan - Esperance Hockey Association

Item: 12.3.5 Lease Variation - Lot 500 Black Street - Multisports Pavilion

Moved: Cr Starcevich
Seconded: Cr McWilliam

O1225-100

Council Resolution

That Council, subject to the Department of Lands' approval –

- 1. Vary the lease with Esperance Hockey Association for portion of Lot 500 Black Street;**
- 2. Charge a lease variation fee of \$250 inc GST; and**
- 3. Waive development and building application fees (excluding BCITF and Building Services Levy) associated with the synthetic turf project.**

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers



P O Box 1011
Esperance WA 6450
E mail: esperance.hockey@gmail.com
ABN: 42 412 193 229
Incorporation certificate No A820683

10th November 2025

Mr Shane Burge
Chief Executive Officer
Shire of Esperance
PO Box 507
Esperance WA 6450

Dear Shane,

As the Esperance Hockey Association moves toward commencing construction of the new hockey infrastructure of a Synthetic Hockey Turf and Lights we are requesting the below alterations to our current lease:

- A variation to the current EHA lease with the Shire to cover the new turf project area; and
- A waiver of Shire Planning and Building fees for the project.

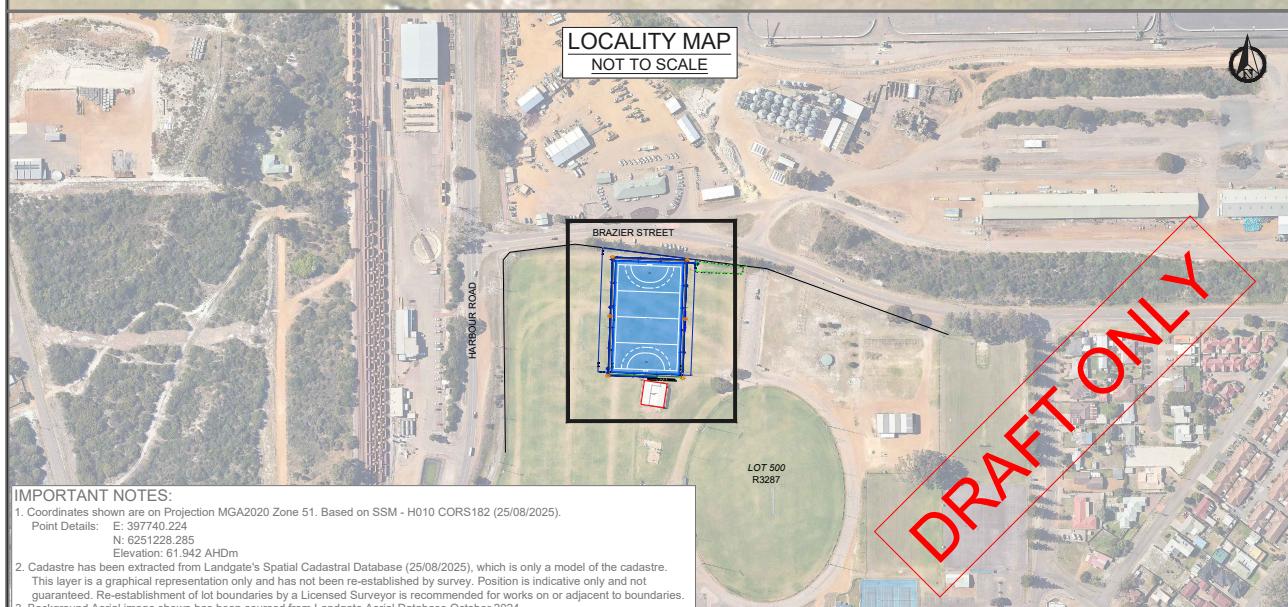
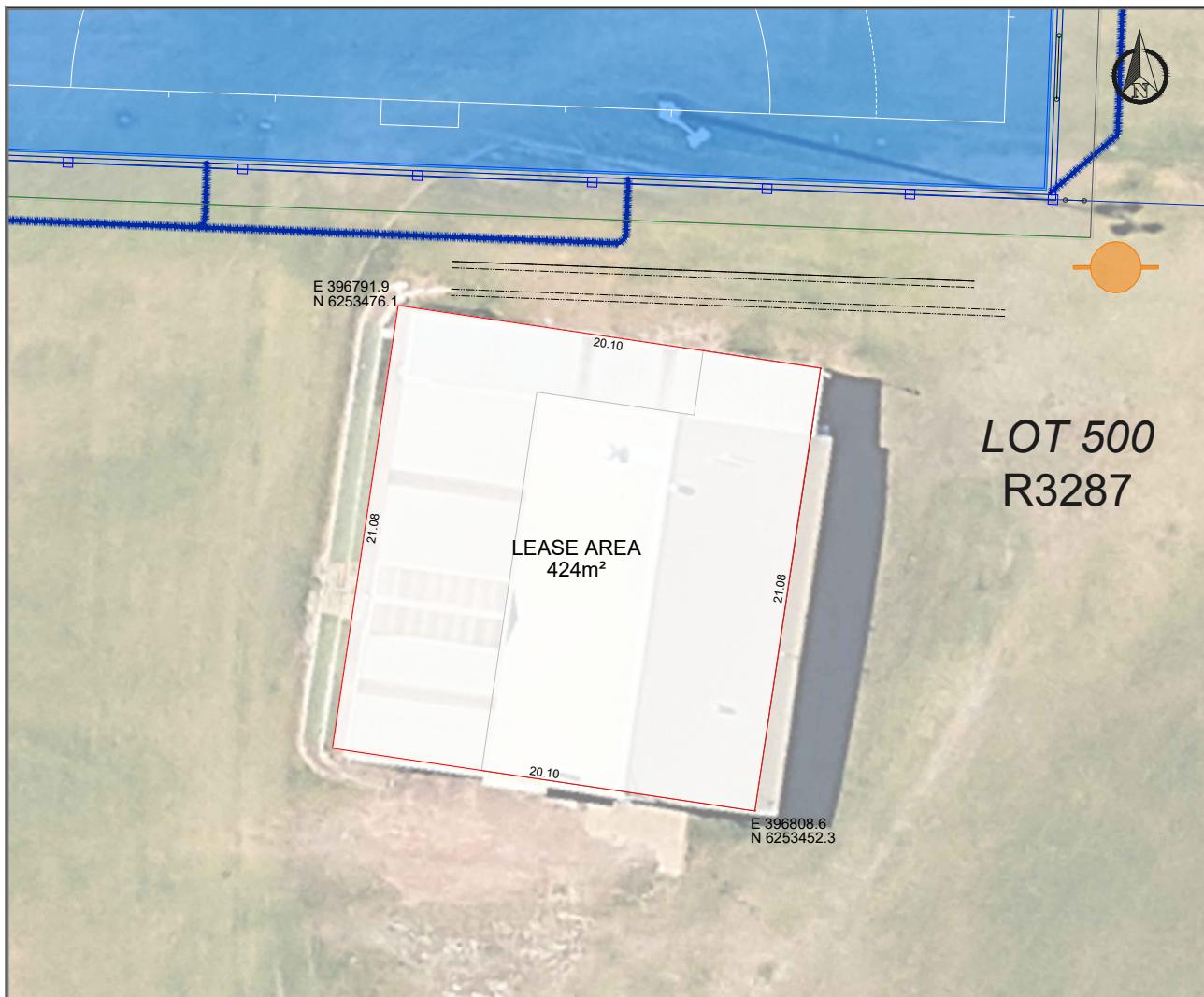
I look forward to hearing back from you.

Many thanks,

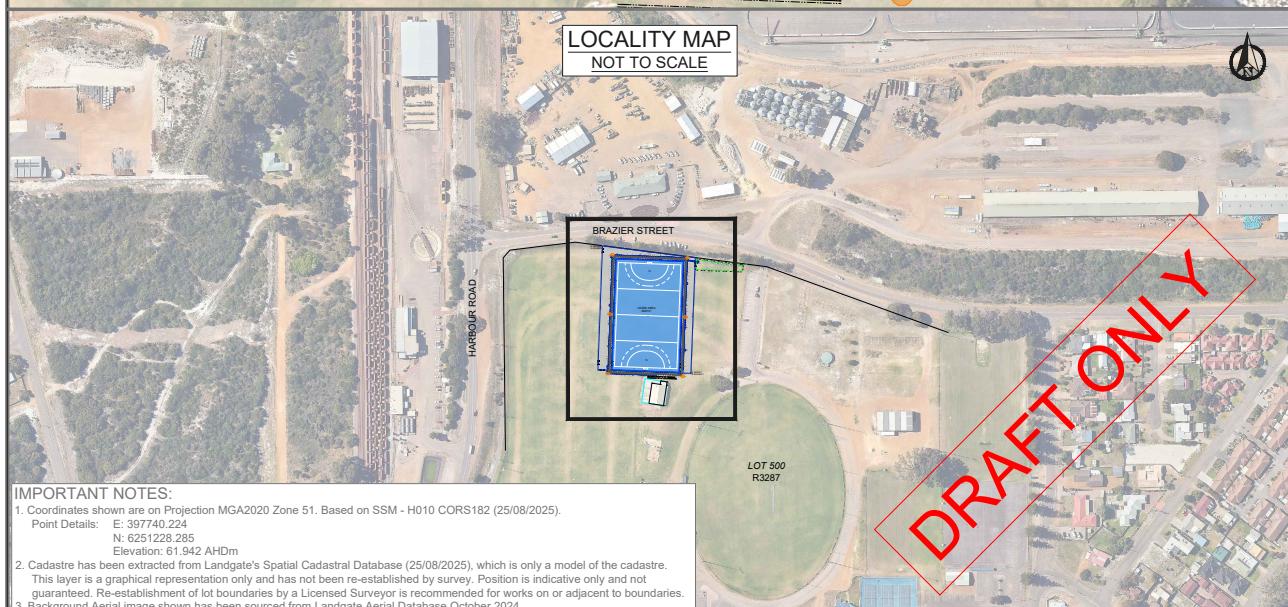
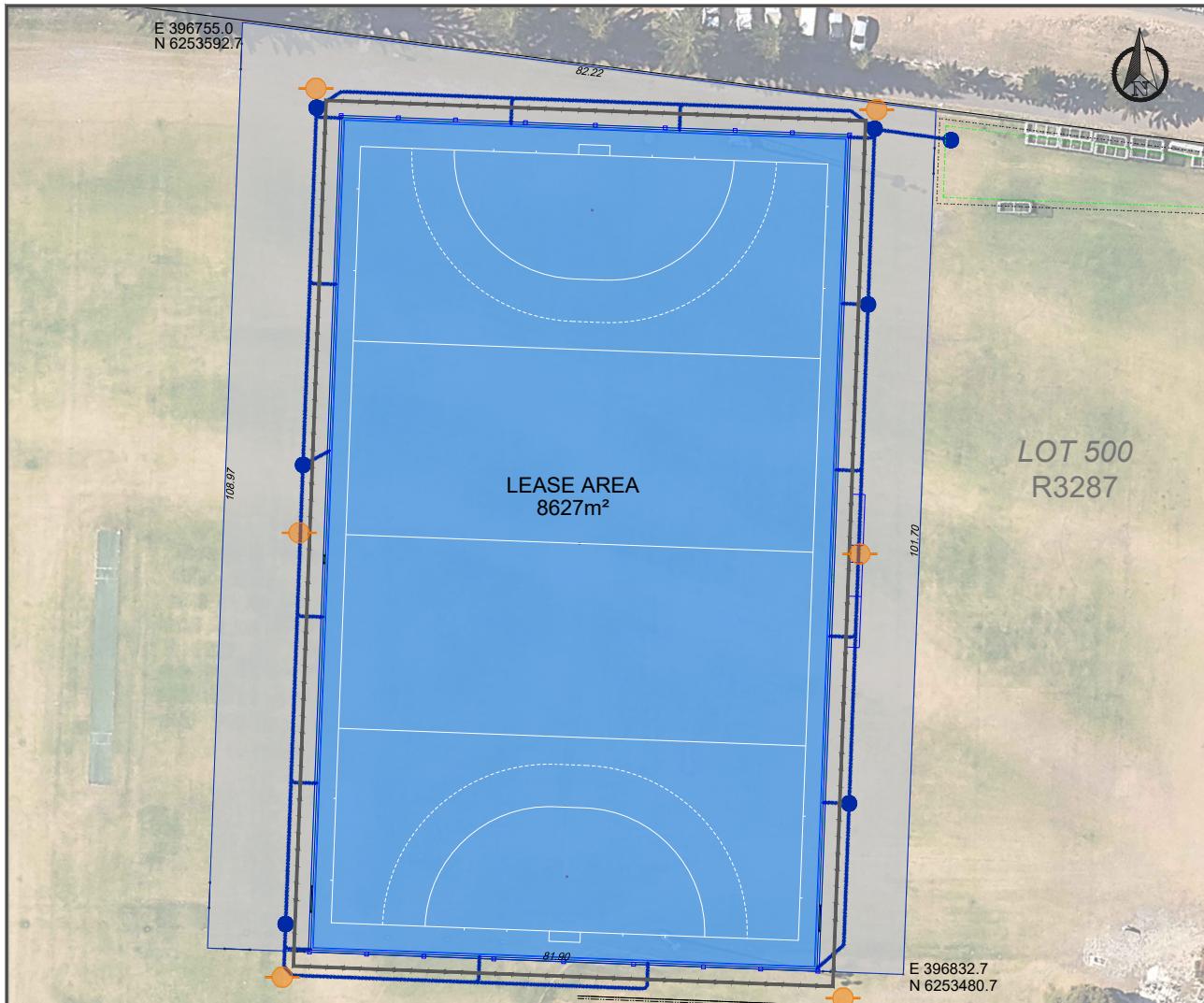
A handwritten signature in black ink that reads "Angela Hill".

Angela Hill
President





<p>Shire of Esperance Together, we make it happen!</p>	<p>SHIRE OF ESPERANCE</p> <p>LEASE AREA - MULTISPORTS PAVILION LOT 500 on DEPOSITED PLAN 411499, RESERVE 3287 BLACK STREET, ESPERANCE</p>		<p>RAW FILENAME 15102004-02.dwg</p> <p>DESIGNED J. CORTELLINO 03/12/25</p> <p>REVIEWED J. CORTELLINO 03/12/25</p> <p>DATE 03/12/25</p>
	<p>FILE NAME 15102004-02 Multisports Pavilion Lease Area.dwg</p> <p>DRAWN S. SWEENEY 03/12/25</p> <p>DATE 03/12/25</p> <p>APPROVED J. CORTELLINO 03/12/25</p> <p>DATE 03/12/25</p>	<p>SCALE 1 : 200</p> <p>SCALE BAR 0 4 8 Meters</p>	<p>SHEET SIZE A3</p> <p>SHEET No. 2 of 2</p>
	<p>DATUM MGA94 Z51</p> <p>SURVEYOR J.C.</p> <p>DATE DEC '25</p>	<p>DRAWING NO. 15102004-02 -00</p> <p>REVISION NO.</p>	



SHIRE OF ESPERANCE

LAND LEASE AREA - HOCKEY PITCH
LOT 500 on DEPOSITED PLAN 411499, RESERVE 3287
BLACK STREET, ESPERANCE

RAW FILENAME		DESIGNED	DATE	REVIEWED	DATE
15102004-01.dwg		J. CORTELLINO	03/12/25	J. CORTELLINO	03/12/25
FILENAME 15102004-01 Hockey Land Lease Area.dwg		DRAWN S. SWEENEY	DATE 03/12/25	APPROVED J. CORTELLINO	DATE 03/12/25
SHEET SIZE A3	SCALE 1 : 500	SCALE BAR	0 10 20	SHEET No. 1 of 2	Meters
DATUM MGA94 Z51	SURVEYOR J.C.	DATE DEC '25	DRAWING NO. 15102004-01	REVISION NO. -00	

Item: 12.3.6

Lease Renewal - Old Sinclair House Museum Village - Lot 100 Dempster Street

Author/s	Kim Harp Sarah Walsh	Governance & Corporate Support Assistant Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/31057

Applicant

Amanda Thomas

Location/Address

Portion Lot 100 Dempster Street, Old Sinclair House Museum Village



Executive Summary

For Council to consider entering into a new lease with Amanda Thomas for Old Sinclair House Museum Village, portion of Lot 100 Dempster Street.

Recommendation in Brief

That Council enter into a new lease with Amanda Thomas for Old Sinclair House Museum Village, portion of Lot 100 Dempster Street.

Background

Mrs Thomas has been leasing the Old Sinclair House building in the Museum Village since March 2006, where she has been running a successful business retailing tourist gifts and fashion accessories such as shoes, bags, sunglasses and designer jewellery.

The current lease is due to expire 31 December 2025 and Mrs Thomas has requested to renew her lease for a further 5 years.

Officer's Comment

Discussion with officers has determined that there are no concerns with the proposed renewal being approved.

As per s.3.58(4)(c)(i) of the *Local Government Act 1995*, to determine the market value of the disposition we require a rental valuation to be carried out, not more than 6 months prior to the proposed disposition. In this instance, it is proposed that we utilise s.3.58(4)(c)(ii) of the Act for determining the market value of the disposition. This clause states "as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition."

Council's Building and Property Agreements Policy stipulates that lease fees for the Museum Village are to be the average CBD rate, as determined by local real estate, less 20%. Recent discussion with local real estate agents has determined the current average CBD rent less 20% to be \$164/m² inc GST. As the property is 47.9m² in size, the annual rent for the property based on this valuation would be \$7,855.60 inc. GST.

Consultation

Manager Development Services
Coordinator Building Services
Manager Building Maintenance
Amanda Thomas

Financial Implications

Annual rent of \$7,855.60 inc GST

Asset Management Implications

As per annual maintenance schedule.

Statutory Implications

Local Government Act 1995 – s.3.58 Disposing of Property
Commercial Tenancy (Retail Shops) Agreements Act 1985

Policy Implications

Building and Property Agreements Policy

Strategic Implications

Council Plan 2022 – 2032
Prosperity - Outcome 12. A prosperous and diverse economy
Objective 12.1. Attract and retain diverse industries and enterprises to grow the economy and local jobs.

Environmental Considerations

Nil

Attachments

A. Lease Renewal Request

Item: 12.3.6 Lease Renewal - Old Sinclair House Museum Village - Lot 100 Dempster Street

Moved: Cr de Haas
Seconded: Cr McWilliam

O1225-101

Council Resolution

That Council enter into a new lease with Amanda Thomas for the Old Sinclair House, portion Lot 100 Dempster Street, subject to;

1. **The lease term being 5 years;**
2. **Annual rent being \$164/m² inc GST, subject to annual rent reviews based on CPI, and that Council consider the rental rate to be a true indication of the current market rental rate;**
3. **The disposition being advertised in accordance with s.3.58 of the *Local Government Act 1995*; and**
4. **All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template.**

CARRIED
F9 - A0

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

Archived: Friday, 14 November 2025 12:38:22 PM

From: [Corporate Support](#)

Sent: Fri, 24 Oct 2025 02:33:55

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Lease Expiry Notification

Importance: Normal

Sensitivity: None

Hi Amanda,

Thank you for your response, we will progress with this and update you when this is before council.

Have a great weekend,

Blaise



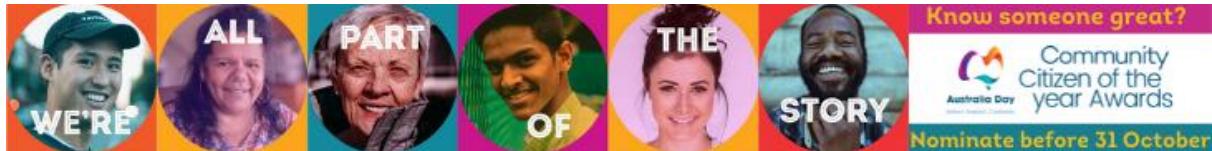
\itap9Corporate Support

\itap9

\itap10(08) 9071 0603\itap10 \itap10esperance.wa.gov.au

\itap977 Windich Street, Esperance, WA 6450 \itap9PO Box 507

\itap8Follow us on [Facebook](#), [Instagram](#), [Twitter](#), [Linkedin](#), or [sign up](#) for updates



From: [REDACTED]

Sent: Friday, 24 October 2025 7:05 AM

To: Corporate Support

Subject: Re: Lease Expiry Notification

\cbpat7[Caution: External Email] This email was sent from outside the organisation - be cautious, particularly with links and attachments.

Hello Blaise

So sorry I missed that email ! I was away for the whole of September .

Yes I would like to renew my lease at Sinclair house for a 5 year period please .

Kind regards

12.4 EXECUTIVE SERVICES

Item: 12.4.1

Information Bulletin - December 2025

Author/s Chantelle Hoffrichter Executive Assistant

Authorisor/s Shane Burge Chief Executive Officer

File Ref: D25/36232

Applicant

Internal

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Attachments

- A [Information Bulletin - November 2025](#)
- B [Council Priorities Summary - Corporate Performance - November 2025](#)
- C [Small Grants - Community Grants Program](#)
- D [Letter of Appreciation - West River Bushfire - Shire of Ravensthorpe](#)

Item: 12.4.1 Information Bulletin - December 2025

Moved: Cr de Haas
Seconded: Cr Harp

O1225-102

Council Resolution

That Council accepts:

1. **Information Bulletin – November 2025**
2. **Council Priorities Summary – Corporate Performance - November 2025**
3. **Small Grants – Community Grants Program**
4. **Letter of Appreciation – West River Bushfire – Shire of Ravensthorpe**

CARRIED
F9 - A0

*For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers*

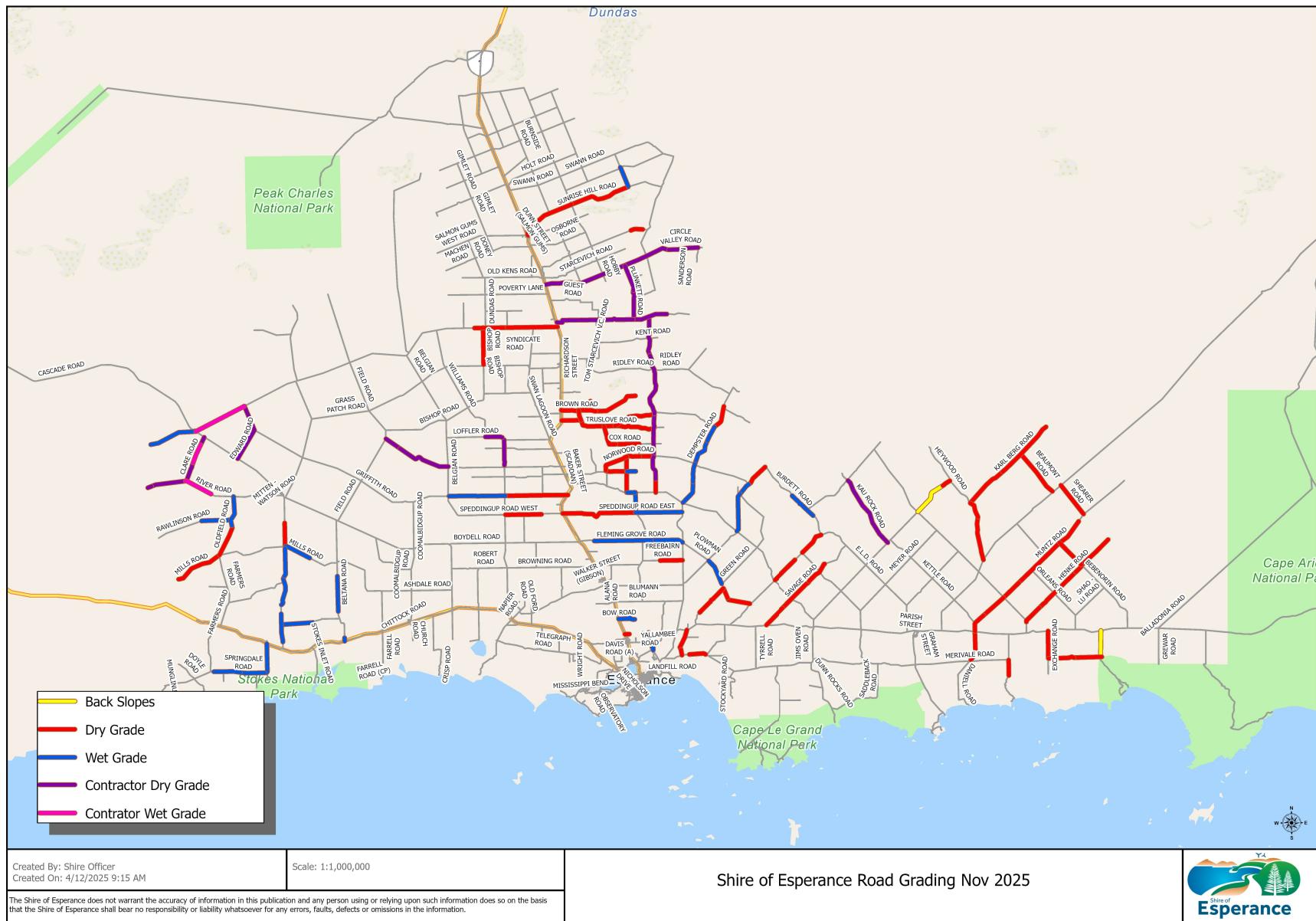


INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

November 2025

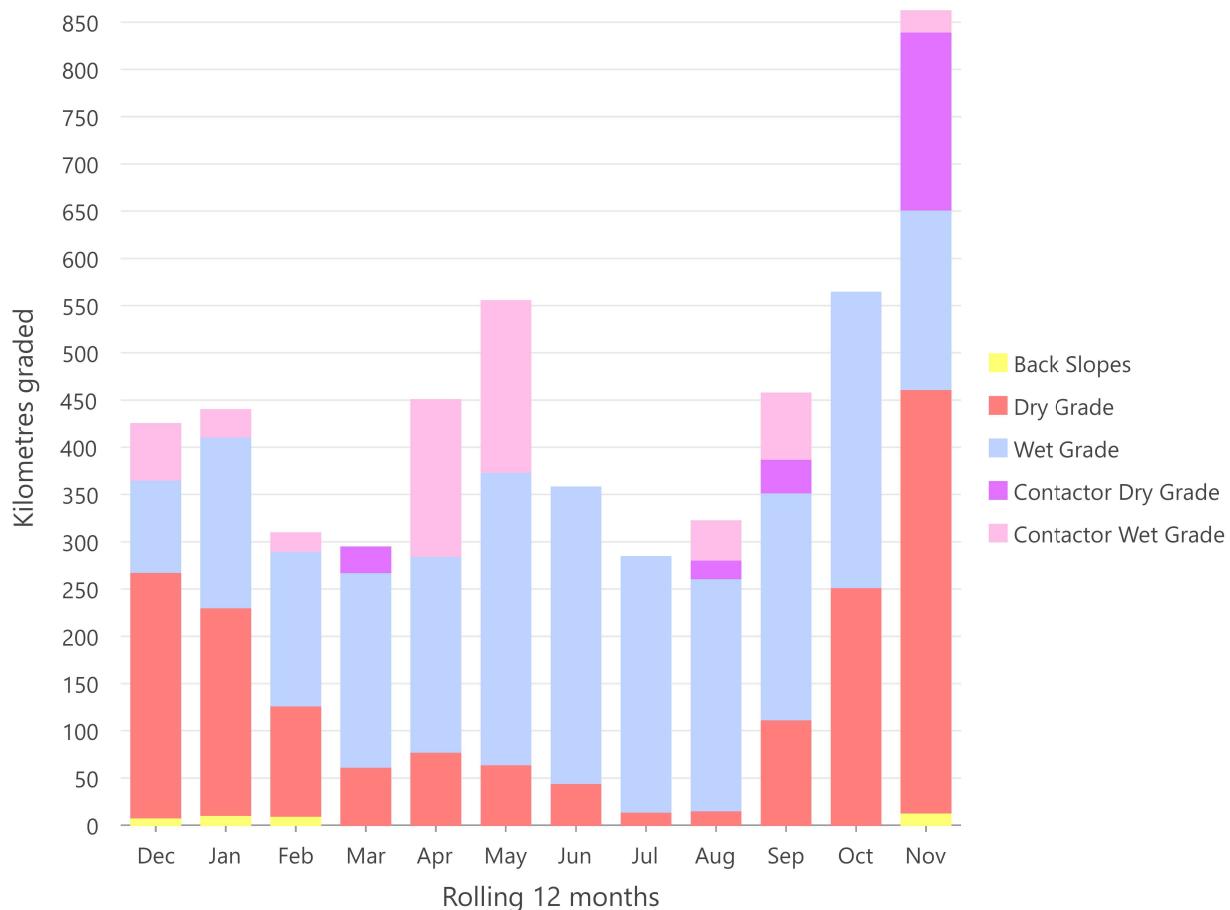




Road Grading Chart

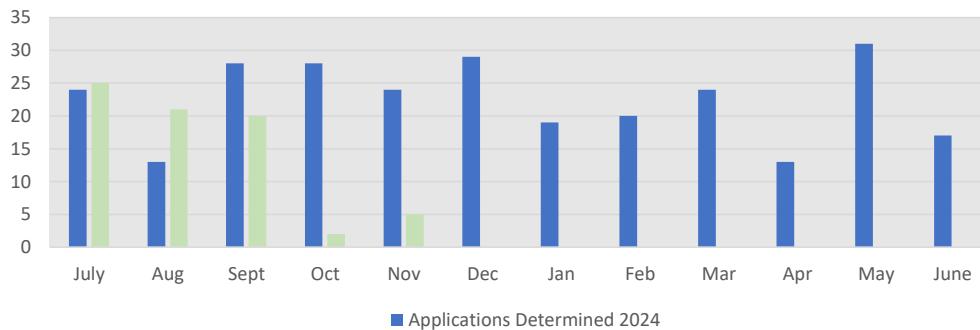


Kilometres graded by month and grade type



Development Services Approvals – November 2025

Development Applications Determined by Financial Year

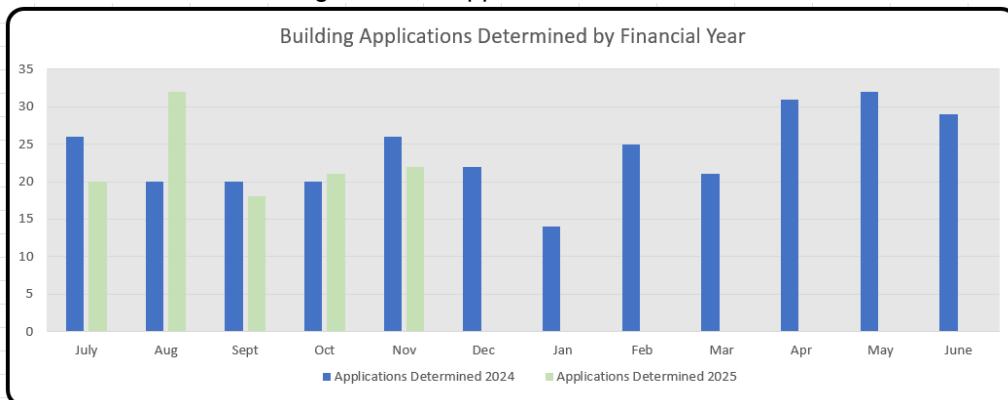


Property	Proposal
212 Helms Drive PINK LAKE	Outbuilding (Shed)
79 Downes Street PINK LAKE	Outbuilding (Shed)
30 Milner Street SINCLAIR	Holiday House
Lot 48 Reynolds Street GIBSON	Outbuilding (Shed)
146 Shelden Road CHADWICK	Warehouse / Storage

Specific Comments relating to Monthly Statistics

- 1 Holiday House was approved.
- 2 Outbuildings (Sheds) were
- 1 Warehouse / Storage was approved – this is a storage addition to the fertiliser facility.
- Only 5 approvals were issued due to the resignations of former Coordinator Planning Services Peter Wilks, Manager Development Services Richard Hindley and Coordinator Planning Services Twinkle Makwana. Twinkle Makwana's final working day was 19 November 2025.

Building Services Approvals – November 2025

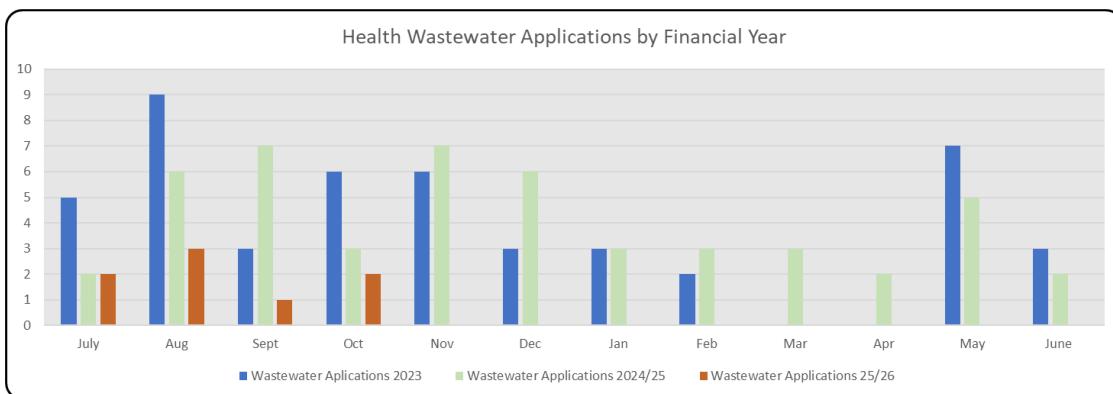


Property	Proposal	Values (\$)
14 Scanlon Street CHADWICK	Occupancy Permit - Class 8 Fit-Out	0
9 Jacaranda Drive CASTLETON	Occupancy Permit - Commercial Kitchen Additions to Existing Church	0
9 Phillips Street WEST BEACH	Stage Two - Completion of Dwelling 173m2	125,000
15 Asken Turn BANDY CREEK	Single Dwelling with Garage, Verandah & Water Tanks 500m2	900,000
7 Alexander Drive CASTLETON	Amendment - Dwelling - Kitchen and Dining Alterations	0
2 Beech Street CASTLETON	Occupancy Permit - Cabinetry Workshop 735m2 (Class 8)	0
Lot: 48 Reynolds Street GIBSON	Shed 162m2	26,000
193 Longbottom Lane PINK LAKE	Shed 140m2	55,000
212 Helms Drive PINK LAKE	Shed 63m2	10,000
8 Scanlon Street CHADWICK	Retaining Wall on Boundary	41,000
20 Foy Street ESPERANCE	Shed 190m2	60,000
59 Tranquil Drive WINDABOUT	Water Tank 172000L	19,870
40 Brockman Street ESPERANCE	Shed 80m2	19,000
1 Westmacott Street CASTLETON	Dwelling Re-Roof - Asbestos & Steel to Steel	80,000
2/177 Goldfields Road CASTLETON	Replace Patio with New Timber Framed Patio 36m2	9,800
38 Westmacott Street CASTLETON	Single Dwelling 162m2	340,000
10 Foy Street ESPERANCE	Units x 5 with attached Carport & Patio and Retaining Walls 531m2	1,760,000
7 Valentine Way SINCLAIR	Relocated Dwelling from Shire of Dundas with Existing Carport/Verandah	20,000
54 Lalor Drive WINDABOUT	Dwelling with Verandah, Alfresco, Workshop and Garage 565m2	949,821
Lot: 63 Shark Lake Road MONJINGUP	Dwelling with Verandah and Decking 310m2	270,000

1 Dixon Street NULSEN	Ancillary Dwelling 218m2 with 2x Sheds 36m2 & 57m2	330,000
Lot: 1080 Ram Court CASTLETOWN	9 x Single Dwelling Units 1534m2	2,363,999
	Total	\$7,379,490

Specific Comments relating to Monthly Statistics

- 9 Building Permits have been issued but for a total of 21 new dwellings in November which shows fantastic growth for residential properties.
- Currently there are 37 Building Permit applications awaiting technical assessments or waiting for further information to be provided.
- 1 Built Strata Approval was issued for 2 dwellings.
- 2 Outstanding Compliance Issues have been resolved:
 - 1 for an Occupancy Permit for a 2021 Building Permit
 - 1 for a residential stormwater compliant ongoing since 2022



November Wastewater Applications

Nil

Specific Comments relating to Environmental Health Activities in November

- Promoting where possible the consultation options for the Public Health Plan review. Don't forget to fill in the surveys available at [Public Health Plan | Shape Esperance](#), we would love your feedback.
- Nulsen in November – The Environmental Health Team set up a marquee at Nulsen in November, it was great to be a part of the event. We promoted asbestos awareness and the Public Health Plan, we are keen to participate again and already brainstorming ideas for next time.



Council Plan Summary

November 2025



Shire of Esperance

Council Plan November 2025

People

A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Police have advised that GROH housing continues to be a challenge for them to increase or even retain police numbers in Esperance.	Chief Executive Officer
1.1.2	Advocate for improved access to safe, affordable accommodation and support services for vulnerable people (such as people affected by domestic violence, homeless people, people with mental health issues and young offenders)	Advocacy on housing continues with all levels of government.	Chief Executive Officer
1.2.1	Advocate for animal welfare organisations, such as RSPCA, to have a greater presence in Esperance to respond to local animal welfare issues	Looking for ways to work with animal welfare organisations.	Director External Services

A healthy and active community

Action Code	Action Name	Comments	Responsible Officer Position
2.1.1	Advocate for improved access to health services with a focus on attracting and retaining local GPs, visiting specialists, telehealth services, and mental health support services	Continue to advocate for improved access to health services as the opportunity arises.	Chief Executive Officer

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	GMS works continue, cricket pitch relocation will commence shortly, and hockey turf construction planned for February.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Pre works continue to upgrade the GSG irrigation water.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	Works still progressing on external areas - verandahs, courtyard and toilet block. Plans to integrate with overflow underway. Scheduled shut down over peak period 19 December to 12 January. Internal fit out to commence in 2026.	Manager Projects and Buildings
2.2.4	Implement the actions from the Bay of Isles Leisure Centre Management Plan	New sponsorship signage has been installed at the Indoor Sports Stadium and looks great. Digital Content Project is being finalised with all content being completed and now being edited. Overflow preparations well underway, opening scheduled for 17th December.	Manager Recreation and Culture
2.3.1	Design and construct and pursue further funding for James Street Cultural Precinct Stage 1	Design refinement being completed, concept presented to councillors. progress being made on full documentation. grant agreement variation achieved to extend timeframes to ensure the project is achievable.	Director External Services
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	Funding has been sourced for this financial year, so we do not actively need to be searching for additional funds. We stay informed of new potential grants from our usual funders but will put the effort of searching for funds into delivering on our funded project outcomes until we are in the second half of the financial year.	Volunteer Resource Centre Coordinator

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
2.4.2	Explore options to recognise, reward and incentivise volunteers	Our planned cinema event for volunteers to celebrate Thank a Volunteer Day has been well received by the community, with 70 RSVPs already and walk ins expected on the day.	Volunteer Resource Centre Coordinator

A welcoming, inclusive and connected community

Action Code	Action Name	Comments	Responsible Officer Position
3.1.1	Provide an Aboriginal Heritage Agreement to guide respectful consultation with Traditional Owners	Dialogue continuing with ETNTAC.	Director Asset Management
3.1.2	Provide assistance with events and activities within the community	This month our team supports Student Leaders Day, Nulsen in November, Cruise ship, 10-year Bushfire Anniversary, RSL with Remembrance Day.	Supervisor Clubs & Community Development
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunity allows.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories		Manager Parks & Environment
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	No updates this month.	Director Corporate and Community Services

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
3.1.6	Support the Partnership Agreement with Esperance Tjaltrjaak Native Title Aboriginal Corporation	No partnership related events this month.	Supervisor Clubs & Community Development
3.2.1	Advocate for increased childcare services through promotional campaigns	Landscaping being finalised at the new childcare centre in Castletown. Advised that opening by the end of the year or early next year.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	This month we hosted School Leaders Day, an annual program where leaders from all the Primary Schools in the region learn how council works by running their own agenda briefing and council meeting and perform some team building activities. 54 students attended including 4 from Hopetoun. Assisted Nulsen PS with Nulsen in November by hosting a silent disco, providing games and assisting with the pop-up movie.	Supervisor Clubs & Community Development
3.2.3	Implement youth precinct concept plan	Working with an electrician on the lighting that keeps tripping. Lights will likely require replacing in the coming year.	Director Asset Management
3.3.1	Advocate for improved aged care facilities and palliative care	Nothing further to report this month.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	Ongoing, making the most of opportunities to form connections and advocate for change in this vital area.	Director External Services
3.3.3	Advocate for local shops, hospitality and entertainment venues to improve access and employment opportunities for people with disability	Ongoing as opportunities arise. Current DAIP is in the final stages of review before being presented to Council for consideration.	Chief Executive Officer

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
3.3.4	Provide appropriate level of ACROD parking bays	ACROD parking requirements are being assessed as applications are submitted.	Coordinator Drafting and Design
3.3.5	Provide improved beach access for people with disability	Will look to tidy up the Town beach access before the holidays.	Director Asset Management
3.3.6	Implement actions and initiatives resulting from DAIP discussions and forums	Officer preparing Council report for draft DAIP to be presented to Council in December for endorsement.	Manager Development Services

Planet

The natural environment is valued, protected and enjoyed

Action Code	Action Name	Comments	Responsible Officer Position
4.1.1	Partner with Traditional Owners to manage culturally sensitive nature reserves	Stage 3 works are continuing at Tjaltjraak Boodja Park in a partnership with ETNTAC.	Manager Parks & Environment
4.1.2	Seek Government funding and support for the recovery of the colour and ecological health of Pink Lake and surrounding wetlands	Future funding opportunities will be investigated.	Manager Parks & Environment
4.1.3	Provide a Coastal Hazard Risk Management Adaption Plan (CHRMAP) for West Beach		Manager Development Services
4.1.4	Review the Coastal Management Plan	The review of the coastal management plan is continuing. A consultant will assist with the next stage of the review and plan development.	Manager Parks & Environment

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
4.1.5	Implement the Dempster Head Management Plan	Works at Dempster Head are continuing through maintenance programs. An assessment of visitor usage at the site is currently underway.	Manager Parks & Environment
4.1.6	Install booster pumps for the sand back-passing pipeline from Bandy Creek Boat Harbour to manage beach erosion in Esperance Bay	BMT are currently working on the Technical Memo, planned to present this to Council in February.	Director Asset Management
4.1.7	Implement the Lake Manjimup Reserve Management Plan	Works at Lake Manjimup Reserve are continuing with maintenance programs.	Manager Parks & Environment
4.1.8	Provide a new Weed Management Strategy		Manager Parks & Environment
4.1.9	Advocate at every opportunity to ensure that the Marine Park impact is minimised where possible, and that fair and immediate compensation be made available where necessary	Received update from DBCA on their marine park implementation. Have recently recruited a Marine Park Manager with procurement for plant and equipment currently underway. Office for their Marine Park management will be based on their Sims St property. Media and signage will commence shortly with consultation around locations.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	On hold due to resources.	Director Asset Management

Shared responsibility for climate action and sustainability

Action Code	Action Name	Comments	Responsible Officer Position
5.1.1	Undertake annual carbon emissions audit and carbon emission reduction actions	The Shire has received Community Energy Upgrades Grant for a number of projects across Shire buildings.	Director Asset Management

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Grant outcome was successful - awaiting grant agreement to be signed to progress. Solar install scope under development for tender in early 2026.	Manager Projects and Buildings
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Grant application has been successful, awaiting grant agreement and budget amendment. Scope for solar install tender under development for release in early 2026.	Manager Projects and Buildings
5.1.4	Incorporate eco-friendly vehicles into fleet as options become viable	Ongoing evaluation for all vehicles and plant at the time of replacement to consider new technologies for cleaner operation and operating methods as long as it does not hinder the productivity, efficiency, increase infrastructure or compromise safety.	Technical Officer Fleet
5.2.1	Design and construct an Organics processing facility for FOGO	Scope of works complete, currently out for quote.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Redesign nearing completion, site works will begin shortly. Tender for the Workshop & Storage Sheds currently out.	Director Asset Management
5.2.3	Manage transition to Myrup waste management facility	The Sustainability team have commenced internal meetings with the Asset Management team relating to this project, this has enabled us to keep updated with how the project is progressing. The Project manager and some project team members visited Wylie Bay MRF in November to view current process and look at improvements which may be possible for the new MRF at the Myrup site.	Manager Sustainability & Resource Recovery

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
5.2.4	Advance Esperance's Waste Revolution education platform to improve waste diversion rates and promote a circular waste economy	<p>The Sustainability & Resource Recovery Educator role fixed term position has been filled and commences on 27/11.</p> <p>The Garage Sale Trail was well subscribed to in Esperance and the report will be available in December.</p>	Manager Sustainability & Resource Recovery

Greater community readiness and resilience to cope with natural disasters and emergencies

Action Code	Action Name	Comments	Responsible Officer Position
6.1.1	Implement the Bush Fire Risk Management Plan including accessing funding opportunities within the State Government's Mitigation Activity Fund	<p>The outcome of the Mitigation Activity Fund (MAF) Grant Program 2025-2028 application has yet to be announced.</p> <p>The Bushfire Risk Mitigation Coordinator (BRMC) continues to review the Shire of Esperance Bushfire Risk Management Plan 2021-2026, update asset records, and revise associated risk assessments and treatments in the DFES Bushfire Risk Management System. BRMC has begun planning community engagement and consultation to inform updates to the plan's risk matrix, starting with brigades, external stakeholders and internal Shire teams.</p> <p>Emergency Services continues to support Rangers by processing firebreak variation applications and providing technical advice on the Shire of Esperance Hazard Reduction Notice 2025/2026.</p>	Bushfire Risk Mitigation Coordinator

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Grass Patch Tanks, pump station and connection have been commissioned, waiting on electrical connection, seeking funding for the tank fill line. Continue to work with DWER.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	LEMC meeting held late November in preparation for the upcoming fire season. Water bombers are positioned in Esperance for early bushfire intervention if required.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	<p>The Coastal Safety Working Group met in October to progress outstanding actions from the previous meeting, including the production of a new safety video, Salmon Beach fencing requirements, and options for mobile repeater coverage. The group also discussed establishing itself as a formal working group, agreeing it was beneficial. Draft Terms of Reference have been developed for Council consideration.</p> <p>DPIRD provided feedback on the recently reviewed coastal safety flyer, and additional coordination between group members is occurring to align preparedness messaging and social media activity. Planning for the next meeting is underway, alongside broader preparations for the upcoming season, including agency-specific engagement and communication campaigns.</p>	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	The Shire is actively engaging with the Coastal Safety Working Group to identify required coastal safety infrastructure and resources, ensuring ongoing alignment with agency advice and seasonal risk.	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan November 2025

Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Develop Flinders structure plan and report to Council	Progress being made, Survey work done awaiting report.	Director External Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Received update from Water Corp on installation of the Esperance Water Supply Upgrade project which is connecting bores further west into their system. This project has had minor delays with the contractors to commence early in the new year. Water Corp will be increasing water usage education and advised of programs available in Esperance such as Rainwater tank rebate, Regional irrigation rebate, Waterwise toilet rebate.	Chief Executive Officer
7.1.3	Develop an Esperance Cemetery Master Plan	The development of an Esperance Cemetery Master Plan is continuing with the Cemetery Working Group. The master plan will then guide a landscaping and implementation plan. A consultant has been engaged to assist with the plan.	Manager Parks & Environment

Shire of Esperance

Council Plan November 2025

Access to adequate, safe and affordable housing for everyone

Action Code	Action Name	Comments	Responsible Officer Position
8.1.1	Advocate for more social and low-income housing for vulnerable people (including seniors, people with disability and low-income earners)	Consultation has been happening with Development WA and their involvement in either assisting or releasing residential land in Sims St and also Development Area 3.	Chief Executive Officer
8.1.2	Advocate for a new lifestyle village for seniors		Chief Executive Officer
8.1.3	Facilitate for greater availability of housing to meet community needs (e.g. land and property owners to build apartments, villas, units, and mixed use developments) including engagement with State Government on housing management practices (e.g. GROH housing)	Grant received from GEDC to assist engage a consultant to prepare an application to the Regional Housing Support Fund for the Workers Accommodation Project.	Chief Executive Officer
8.1.4	Construct worker accommodation subject to external funding	Still requires funding, looking to submit an application to the Regional Housing Support Fund.	Director Asset Management

Attractive and welcoming places

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1	Implement the CBD Concept Landscaping Design	The Parks and Reserves Team will look at having a focus on the CBD upgrades. Bin surrounds will be installed shortly.	Manager Parks & Environment

Shire of Esperance

Council Plan November 2025

9.2.1	Provide attractive and welcoming entrances into Esperance	Town Entry Sign locations have just been approved by Main Roads for South Coast Hwy & Coolgardie Esperance Hwy. Work to create them will commence shortly.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	Planting programs have finished for the calendar year, focus now is on establishing trees and watering programs. Planting has been in public open space and road verges within the townsite.	Manager Parks & Environment
9.3.1	Implement Civic Centre improvements	Internal review of designs completed. Awaiting further feedback from consultant with cost estimate. Maxwood to attend site in December to inspect and scope seating replacement. Lotterywest grant application to be submitted in 2026.	Manager Projects and Buildings
9.3.2	Implement the Playgrounds and Public Open Space Strategic Plan 2015-2025	The implementation of the Playgrounds and Public Open Space Strategic Plan 2015-2025 is continuing as per budget allocations. Works are underway on a playground upgrade and bike track development at Lalor Park.	Manager Parks & Environment
9.3.3	Prepare a new 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035	The draft 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035 has been presented to Council. It will be released for public comment and feedback shortly.	Manager Parks & Environment

Safe, affordable, accessible and sustainable transport systems

Action Code	Action Name	Comments	Responsible Officer Position
10.1.1	Implement the Esperance 2050 Cycling Strategy	Ongoing as per budget and schedule for footpath and trail upgrades.	Coordinator Drafting and Design

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
10.1.2	Construct sealed shoulders on roads to improve safety for cyclists and vehicles		Rural Construction Supervisor
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings		Rural Construction Supervisor
10.2.1	Implement Road Safety Management Plan 2024-2030	Progressing actions from the Strategy.	Director Asset Management
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	As opportunities arise.	Director Asset Management
10.2.3	Advocate with Main Roads WA to undertake a transport corridor upgrade plan for Harbour Road, including South Coast Hwy Intersection upgrade and Pink Lake Road Intersection Upgrade	Still waiting on Main Roads to kick off the next phase.	Director Asset Management
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program		Rural Construction Supervisor
10.3.1	Implement the Esperance Town Centre Parking, Traffic and Pedestrian Strategy	As per budget.	Director Asset Management
10.3.2	Pursue opportunities to secure land to link Dempster Street and RSL public car parks	No update.	Director Asset Management
10.3.4	Provide upgrade to Forrest Street road and streetscape	Stage 1 works commenced on Randall St. Western footpath of Randall St and on street parking at front of Lingalonga, bitumen works complete.	Coordinator Drafting and Design

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
10.4.1	Implement the Esperance Airport Masterplan (including an upgrade to the main runway, replacement of the runway lighting system, and additional apron space)	The final draft of the business case for the Esperance Airport Main Runway project and recommended option will be presented to Council for consideration at the agenda briefing on 16th December 2025. CCTV upgrades are planned for early 2026.	Manager Economic Development
10.4.2	Design, Fund and Construct new Airport runway	Design complete. Business Case draft complete. a briefing with Council is scheduled in shortly.	Director Asset Management

Prosperity

Access to quality education and lifelong learning opportunities

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Advocate for South Regional TAFE to develop and promote specialist courses in relevant areas	Nothing further to report this month.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	Nothing further to report this month.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance	Will look to engage in the Federal Governments Remote University Hub when a further grant round opens.	Chief Executive Officer
11.1.4	Support reviews of the Goldfields Designated Area Migration Agreement to ensure it remains relevant to the community	No further update.	Manager Economic Development

Shire of Esperance

Council Plan November 2025

A prosperous and diverse economy

Action Code	Action Name	Comments	Responsible Officer Position
12.1.1	Provide an Economic Development Strategy for the Shire of Esperance	Implementation of actions ongoing.	Manager Economic Development
12.1.2	Support proponents in priority industry sectors to establish businesses and develop projects in Esperance	No further update this month.	Manager Economic Development
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects.	Support provided by Manager Economic Development to R & D and pilot project industries when appropriate.	Chief Executive Officer
12.1.4	Advocate for a shared work space facility in Esperance where start-ups, small businesses and visitors can be co-located to network and support one another	No further update on this item.	Manager Economic Development

A vibrant and welcoming tourism destination

Action Code	Action Name	Comments	Responsible Officer Position
13.1.1	Partner with Australia's Golden Outback to Implement the Esperance Tourism Strategy	The partnership and funding agreement between the Shire and AGO has been extended to 30 June 2027. A new 3-year marketing plan has been developed.	Manager Economic Development
13.1.2	Provide more digital marketing and advertising opportunities to promote local experiences at Council facilities	This is being reviewed with the Council Plan actions.	Manager Marketing & Communications

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
13.2.1	Advocate for development of a 4 to 5 star accommodation offering.	Providing advice to a potential 4 star accommodation developer on their concept plans.	Chief Executive Officer
13.2.2	Implement the recommendations from the Esperance Accommodation Study	A funding application is being prepared for the Esperance Key Worker accommodation project to seek funding from the \$25m Regional Housing Support Fund, an initiative announced by the WA State Government in the 25/26 state budget.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	No further updates.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	New sauna installed at James St. Quotes for CBD pedestrian wayfinding signs being attained.	Manager Economic Development
13.2.5	Implement wayfinding and interpretive tourism signage	Wayfinding and interpretive tourism signage strategy has been approved, currently working on finalising the design for the wayfinding signage.	Director Asset Management

Shire of Esperance

Council Plan November 2025

Performance

Community confidence and trust in Council

Action Code	Action Name	Comments	Responsible Officer Position
14.1.1	Provide Integrated Planning and Reporting (IPR) framework documents and reviews	Councillor and community workshop were held during November with 27 community members attending. Feedback will be reviewed and changes will be discussed with EMT in due course. Next Councillor briefing will be held in February 2026.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Provided monthly report to Council. Annual Report has been finalised and provided to Executive Management Team for review. We await the financial report for inclusion before putting to Council.	Governance & Corporate Support Coordinator

Operational excellence and financial sustainability

Action Code	Action Name	Comments	Responsible Officer Position
15.1.1	Review the Long Term Financial Plan and informing plans per IPR framework	The LTFP FY 24/25 was completed and adopted by Council on the 26th of April 2025. Workshops with Councillors will commence in January 2026 to update the FY25/26 to FY34/35 LTFP.	Director Corporate and Community Services
15.1.2	Review and implement initiatives to improve internal business efficiencies and service delivery (such as more online services and digital forms)	Stage two of the P2P project has kicked off with go live expected just before Christmas. The finance template go live for each element will run progressively into next year. The Firebreak register is still on hold.	Manager Information Services

Shire of Esperance

Council Plan November 2025

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	Community consultation for the strategy has now closed. Work is underway to review feedback and develop a draft strategy.	Manager Marketing & Communications
16.1.2	Provide regular forums and events to inform and engage the community about local issues and council decisions (such as pop-up booths at local community events).	Stall will be held at Edge of Bay event. Community engagement events were held to allow input into the new Council Plan.	Chief Executive Officer
16.1.3	Conduct a biennial community survey to assess community priorities and benchmark performance levels		Manager Marketing & Communications

Community Grants Program 2025/26 - Small Grants - October to November

Organisation	Description	Project timing	Funding Summary	Amount
Esperance Volunteer Fire Rescue Juniors	Junior Fire Brigade Competition	26/10/25	Catering and prizes	\$500
Condingup Primary School	Condingup Community Fair	21/3/2026	Assist with offering free entry to exhibitors and spectators. Ensuring event is all inclusive and boost community participation	\$3,000

Our Ref: EM.ES.1

04 December 2025



Shane Burge and Phil Longmire
Via email

Dear Shane and Phil

RE: Sincere thanks for your support during the West River Bushfire

On behalf of the Shire of Ravensthorpe, I wish to extend our sincere and heartfelt thanks to you and your team for the support provided during the recent West River Bushfire incident.

Your willingness to mobilise and send crews and personnel to assist us during such a critical and distressing event meant a great deal to our Shire and our community. The professionalism, courage, and dedication shown by your people, working side by side with our own volunteers and staff, was deeply appreciated.

As you know, this incident tragically claimed the life of one of our own firefighters. This loss has been profoundly felt across our brigades, our organisation, and our community. In the midst of this tragedy, the presence and support of your crews brought not only operational assistance, but also a strong sense of solidarity and care. Please pass on our personal thanks to each of them.

The cooperation between the Shire of Esperance and the Shire of Ravensthorpe during this incident is a powerful reminder of the strength of our regional partnerships, and of the way our communities stand together in the most difficult of times.

Thank you again for your vital support, your compassion, and your ongoing commitment to keeping our communities safe.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Bird'.

Matthew Bird
Chief Executive Officer

Item: 12.4.2

Audit, Risk and Improvement Committee Membership

Author/s	Shane Burge	Chief Executive Officer
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D25/36900

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to consider accepting the resignation of Cr Harp from the Audit, Risk and Improvement Committee and appointing an alternate member.

Recommendation in Brief

That Council accept the resignation from Cr Harp from the Audit, Risk and Improvement Committee and appoint Cr Obourne as replacement member.

Background

At the Ordinary Council Meeting held on the 28 October, Cr Harp was nominated to the Audit, Risk and Improvement Committee.

Council reviewed the Term of Reference (Attachment 2) to the Committee at the October OCM where the membership consisted of 4 Elected Members.

Officer's Comment

Cr Harp has recently advised (Attachment 1) that he wishes to resign from the Committee to pursue other committee engagements that are a better fit for his skills, experience and passions.

To retain the correct membership to the committee an alternate member will need to be appointed as no deputy was appointed to the committee.

It is understood that Cr Obourne is interested in being appointed to the committee.

Consultation

Nil

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995

Standing Orders Local Law 2015

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

Work together to enhance trust, participation and community pride

Encourage community participation and insight into activities and decisions

Environmental Considerations

Nil

Attachments

A[↓](#). Cr Harp Resignation

B[↓](#). Terms of Reference

Item: 12.4.2 Audit, Risk and Improvement Committee Membership

Moved: Cr Obourne

Seconded: Cr Harp

O1225-103

Council resolution

That Council accept the resignation from Cr Harp from the Audit, Risk and Improvement Committee and appoint Cr Obourne as replacement member.

CARRIED
F9 - A0

*For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers*

Shane Burge

From: Gerry Harp
Sent: Wednesday, 3 December 2025 7:54 AM
To: Shane Burge
Cc: Ron Chambers; Jennifer Obourne; Chantelle Hoffrichter
Subject: Resignation from Audit, Risk and Improvement Committee

Dear Shane,

I am writing to formally tender my resignation from the Audit, Risk and Improvement Committee, effective immediately.

As you are aware, I have swapped this committee position with the Deputy President in order to pursue other committee engagements that are a better fit for my skills, experience, and passions. I understand the committee is only just commencing, and I apologise for any inconvenience this change may cause.

I would like to thank you, the council members, and the executive team for the opportunity to be considered for this role, and I remain committed to contributing positively to the Shire's broader priorities through my other responsibilities.

Please let me know if you require anything further from me to support a smooth transition.

Kindest Regards,

Cr Gerry Harp



TERMS OF REFERENCE

Audit, Risk and Improvement Committee

Committee Type

Statutory Committee

Role

1. The primary objective of the Audit, Risk and Improvement committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.
2. Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.
3. The committee is to facilitate –
 - a. the enhancement of the credibility and objectivity of internal and external financial reporting;
 - b. effective management of financial and other risks and the protection of Council assets;
 - c. compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - d. the coordination of the internal audit function with the external audit; and
 - e. the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

Membership

Committee Members (voting, includes deputies)

- 4 Elected Members
- 2 external person

Presiding Member and Deputy Presiding Member positions will be filled by external persons.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience and be conversant with financial and other reporting requirements.

A shared regional independent Chair will be appointed through the Shire's affiliation with the Goldfields Voluntary Regional Organisation of Councils (GVROC).

Appointment of Deputy Chair shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment

should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Ex-Officio Members (*non-voting, officers/organisations providing advice/expertise*)

- Chief Executive Officer
- Shire employees as required

Executive Officer (*non-voting, Director/CEO title or their nominee*)

- Director Corporate & Community Services

Term of Office

Membership of the Committee continues until the person no longer holds office by virtue of which the person became a member, the Committee is disbanded, or the next ordinary election; whichever happens first.

Quorum Requirements

A quorum is achieved by –

- a) Attendance by the Presiding Member;
- b) Attendance by the Executive Officer; and
- c) Attendance by over 50% of the appointed voting members

Designated Powers & Duties

1. The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.
2. The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The duties and responsibilities of the committee will be –

1. Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
2. Liaise with the appointed auditors of the Office of the Auditor General (OAG) on findings and recommendations of the external audits provided.
3. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
4. Liaise with the CEO to ensure that the local government does everything in its power to –

- a. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
- b. ensure that audits are conducted successfully and expeditiously;
5. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - a. determine if any matters raised require action to be taken by the local government; and
 - b. ensure that appropriate action is taken in respect of those matters;
6. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
7. Review the scope of the audit plan and program and its effectiveness;
8. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
9. Review the level of resources allocated to internal audit and the scope of its authority;
10. Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;
11. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
12. Review the local government's draft annual financial report, focusing on –
 - a. accounting policies and practices;
 - b. changes to accounting policies and practices;
 - c. the process used in making significant accounting estimates;
 - d. significant adjustments to the financial report (if any) arising from the audit process;
 - e. compliance with accounting standards and other reporting requirements; and
 - f. significant variances from prior years;
13. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation;
14. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
15. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
16. Review the annual Compliance Audit Return and report to the Council the results of that review; and
17. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Reporting To

Ordinary Council

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Meeting Frequency	As required

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Oct 2023	1	D23/30039	Remove reference to signing financial report in point 16, Rework point 19 regarding the annual compliance audit return. Add point 20 for biennial reviews as required under Audit Regulation 17.	Oct 2025
Nov 2023	2	D23/30039[v2]	Remove points relating to auditor and replace with reference to OAG.	Oct 2025
Oct 2025	3	D23/30039[v3]	Biennial Review – update title to include Risk and Improvement. Adjust membership to 2 independent members and reference GVROC independent member as Chair.	Oct 2027

13. REPORTS OF COMMITTEES

Nil

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

MOTION

Moved: Cr Starcevich
Seconded: Cr de Haas

O1225-104

Council resolution

That Council request the CEO to organise a meeting with Main Roads and Shire of Esperance to discuss the condition of Coolgardie-Esperance Highway and South Coast Highway.

**CARRIED
F9 - A0**

For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne, Pres Chambers

15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE

Cr Johnston asked the following question relating to Local Government Elections:

Relating to the Local Government elections going forward, can I please request a timeline from the administration as to how and when decisions are made relating to how the election will be ran. For example I spoke a bit with the previous receiving officer Mr Payne and he told me decisions relating to how the election will be conducted are pretty much made six months prior to the election being held, hence there has obviously got to be a timeline of how things are agreed too prior to that and I would like to be provided with that timeline if I could, so we could prepare before the next up and coming local election, yeah thank you.

The CEO advised Cr Johnston that as per previous elections done by the Electoral Commission, they will provide us a quote approximately six to nine months beforehand. The quote will come to Council and at that point in time Council makes a decision to accept the quote from the Electoral Commission and how the election will be undertaken whether by postal voting or in person, so those decisions are made at that point in time. We don't bring it to Council before that, we need to get a quote to understand what the election will cost through the Electoral Commission.

Cr Johnston responded, I realise that because I've partake in that exact agenda item before, I understand that, but there is obviously things that happen after that and they come through the administration, so say for instance one example there is several, but I'm not going to bring them up now, but for how the administration agrees who the people that will be counting the vote, like i.e Shire staff members or different people, like that's one example and Mr Payne the receiving officer did tell me that decision is made six months prior to the elections being held. So that must come after that agenda item that you just spoke about.

The CEO advised, this is an administrative matter so it doesn't come to Council.

Cr Johnston responded, but can I get a timeline?

The CEO advised the timeline isn't made six months beforehand its done around the time the election will start, we will talk to the returning officer around appropriate people that might be capable of doing the count and at that point in time it is determined that we will advertise for staff internally that wish to do it.

Cr Johnston responded, so he did say to me six months prior. You don't think that is the case?

The CEO advised, no not normally, I wouldn't have thought so.

The Director of Community Services advised, we normally get the information from the West Australian Electoral Commission six months before and we work with the returning officer for the arrangements of who does the count, typically its staff members cause it's very difficult to get other reliable source so it will be within that space of time but it is determined by the returning officer.

Cr Johnston responded, no no that's not correct though, cause he told me.

The Shire President advised Cr Johnston that the question has been asked and answered.

Cr Johnston advised she will just give an email then, thanks.

16. URGENT BUSINESS APPROVED BY DECISION

MOTION

Moved: Cr Obourne
Seconded: Cr McWilliam

O1225-105

Council Resolution

That Council accept the late item 16.1 Audit Report 2024-25.

CARRIED
F9 - A0

*For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers*

Item: 16.1

Audit Report 2024-25

Author/s	Roselyn Hamilton Sarah Bridge	Manager Financial Services Corporate Accountant
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/36679

Applicant

Corporate and Community Services

Location/Address

Internal

Executive Summary

To present to Council the 2024-25 Annual Financial Report and Audit Report prepared by Carly Meagher from the Office of Auditor General (OAG).

Recommendation in Brief

That Council

1. Receive the 2024-25 Annual Financial Report including the Audit Report as attached as Attachment A.
2. Adopts the Annual Financial Report and Audit Report for the 2024-25 financial year.
3. Adopts the changes to the 2025-26 budget as a result of movements in actuals.

Background

Council is required to prepare a financial report and present it to the Council's auditor by 30 September each year. This has been completed, and Annual Financial Report and Audit Report are presented at Attachment A.

The Local Government Act (1995) requires that the audit report be examined by the local government to determine if any matters raised in the report require action to be taken. After considering the audit report the local government is to prepare a report on any actions to be taken in response to the audit report and is to forward a copy of that report to the Minister for Local Government.

Officer's Comment

The Council has received an unqualified or "clean" audit report from the Office of the Auditor General. The auditor's opinion states that

"In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards."

It is a legislative requirement for a separate report to be presented to the Audit Committee and Council when significant matters are raised in the Audit Report. See below section of the Act.

Section 7.12A (4) of the *Local Government Act (1995)* states:

A local government must –

- a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

There were no significant matters raised in the Audit Report therefore a separate report to the Minister will not be required.

Two observations were noted in the Audit Concluding Report (Attachment B)

1. Non-compliance with purchase order requirements

Our sample controls testing of purchase transactions noted 1 instance out of a total of 5 transactions tested where purchase order requirements as per the Shire's purchasing policy were not met. Specifically, a purchase order was not raised prior to incurring expenditure.

This finding was also raised in the 2024 financial year.

The subject of purchase orders has been raised at several meetings as a reminder that purchase orders should be raised before procurement. "Procure to Pay" system upgrades are also being implemented which should provide more efficient ways to raise orders in a timely manner and strengthen system controls.

Finance also continues to provide ongoing education around the procurement process.

2. Errors noted in accounting for employee benefits provision

Our testing of employee benefits provision relating to annual leave and long service leave has identified 2 instances out of 9 where errors occurred in accounting for the balances. In both cases, manual reallocation and recalculation adjustments were initially made to correct leave entitlements; however, subsequent automated system processes attempted to adjust these balances again, resulting in duplicate entries and overstated provisions.

Specifically, one employee's annual leave balance was overstated by 145 hours, and another employee's long service leave was overstated by 49 hours due to these compounded adjustments.

The finance team have contacted our finance system provider for solutions that are currently being implemented. Processes have been updated accordingly. Finance is also considering manual calculation sheets to check against final system figures which should help identify any potential errors.

Correction of prior period error in 2023-24 (AASB108)

On 30 June 2016, the Shire made the initial recognition of a make good provision for landfill relating to the Shire's waste facility, Wylie Bay. In 2024-25, the Shire carried out a full revaluation of the provision resulting in a material difference in value. During the revaluation it was discovered that the provision had historically been accounted for incorrectly. The shire is now restating prior periods to reflect the relevant accounting methodology for make good provisions.

As this error was made in a reporting period prior to the comparative period, the Statement of Financial Position balances as at 30 June 2023 were restated as follows:

- Landfill asset increased by a net amount \$4,487,070
- Accumulated depreciation on infrastructure increased by \$758,745
- Other Provisions decreased by \$1,385,959
- Retained Earnings increased by \$5,873,029

In addition, the statement of Financial Position was still understated as at 30 June 2024, so this error resulted in the restatement of the following line items for the year ended 30 June 2024. Infrastructure was increased by \$4,343,170 to record the full value of the landfill asset not previously recorded in the Shire's Statement of Financial Position. This increase to Infrastructure was as follows:

- Infrastructure – other by \$5,245,815
- Accumulated depreciation of infrastructure – other by \$902,645 (\$143,900 for 2024 and \$758,745 for 2023)
- Other provisions were decreased by \$1,484,187.
- Retained earnings were increased by \$5,827,537.
- Materials and contracts expense was decreased by \$242,657.
- Depreciation was increased by \$143,900.
- Net result for the period was decreased by \$45,672.

Changes to budget post Audit

The 2024-25 surplus closing position has changed from when the budget was adopted in August from \$2,795,133 to \$2,809,730 for the following reason.

Inventories

It was discovered that the issuance of approximately \$6k of inventories had been incorrectly dated into 2024-25.

Leases

Calculations for new leases were carried out late in the year end process and after statutory budget was approved.

The result of this movement was an increase to surplus in 2024-25 of \$14,597. As the funding for several projects were cut back as part of carry forwards, the additional surplus will be sent back to projects affected which will result in a net zero impact to closing surplus for the 2025-26 budget.

A breakdown of the proposed amended budget (including previous council approved movements) is below.

	Council Ref	Original	Amended
2024/25 Closing Surplus		\$2,795,133	\$2,809,730
Original Budgeted Movement		(\$2,839,570)	(\$2,839,570)
Esperance SAS Off-road ATV	O1125-049		(\$43,300)
DFES reimbursement	O1125-049		\$43,300
Disposal 2008 Polaris ATV	O1125-049		\$10,000
Transfer to Plant Reserve	O1125-049		(\$10,000)

BOILC AHU Replacement	O1125-050		(\$138,390)
Transfer from Building Maintenance Reserve	O1125-050		\$138,390
Increase in carry forwards budget	TBD		(\$14,597)
Budgeted 2025/26 Surplus/(Deficit)		(\$44,437)	(\$44,437)

The 2024-25 Annual Financial Report, Audit Report and Management Letter was presented to the Audit Committee on Tuesday 9 December 2025. The Audit Committee resolved to recommend that Council adopt the Annual Financial Report and Audit Report for 2024-25 and adopt the resultant changes to the closing surplus and 2025-26 budget.

Consultation

Moore Australia
Office of the Auditor General (OAG).

Financial Implications

Impact to closing surplus for 2024-25 as above with an overall net zero effect on the budgeted closing surplus for 2025-26 due to sending additional surplus back to budgeted carry forward projects.

Asset Management Implications

Nil

Statutory Implications

The statutory implications associated with this item are *Local Government Act (1995)* Section 7.12A which details duties with respect to audits.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Environmental Considerations

Nil

Attachments

- A. Transmittal Letter to President - Shire of Esperance - 30 June 2025
- B. Transmittal Letter to CEO - Shire of Esperance - 30 June 2025
- C. Opinion - Shire of Esperance - 30 June 2025
- D. Financial Statements - Shire of Esperance - 30 June 2025
- E.

Item: 16.1 Audit Report 2024-25

Moved: Cr McWilliam
Seconded: Cr de Haas

O1225-106

Council Resolution

That Council:

1. **Receive the 2024-25 Annual Financial Report incorporating the Audit Report as attached at Attachment A.**
2. **Adopts Annual Financial Report and Audit Report for the 2024-25 financial year.**
3. **Adopt the changes to the 2025-26 budget as a result of movements in actuals.**

CARRIED
F9 - A0

*For: Cr McWilliam, Cr Johnston, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham,
Cr Obourne, Pres Chambers*



Our Ref: F21/59

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Ron Chambers
President
Shire of Esperance

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: ron.chambers@esperance.wa.gov.au

Dear Mr Chambers

SHIRE OF ESPERANCE
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2025

The Office has completed the audit of the annual financial report for your local government. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the CEO and the Minister for Local Government, as required by the Act.

The CEO is required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

Management control issues

While the result of the audit was [generally] satisfactory, I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

Unresolved matters from prior audits

We also draw your attention to the Matters Outstanding from Prior Audits issues set out in the attachment. We would appreciate your attention to these matters before next year's audit.

The date the financial statements submitted by your entity and considered to be of audit ready quality is 5 September 2025. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

If you have any queries in relation to this date, please contact me on 6557 7742 within 14 days of the date of this letter. If we do not hear from you, we will take this as confirmation of the date.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Yours sincerely



Jay Teichert
Director
Financial Audit
5 December 2025

Attach



Our Ref: F21/59

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Shane Burge
Chief Executive Officer
Shire of Esperance

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: ceo@esperance.wa.gov.au

Dear Mr Burge

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2025

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

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The date the financial statements submitted by your entity and considered to be of audit ready quality is 5 September 2025. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

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This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Yours sincerely



Jay Teichert
Director
Financial Audit
5 December 2025

Attach



Auditor General

INDEPENDENT AUDITOR'S REPORT 2025 Shire of Esperance

To the Council of the Shire of Esperance

Opinion

I have audited the financial report of the Shire of Esperance (Shire) which comprises:

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report :

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Esperance for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Carly Meagher
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
5 December 2025

SHIRE OF ESPERANCE
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

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The Shire of Esperance conducts the operations of a local government with the following community vision:

The Shire of Esperance exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Esperance, together we make it happen.

Principal place of business:

Administration Offices
Windich Street
ESPERANCE WA 6450

**SHIRE OF ESPERANCE
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CEO

The accompanying financial report of the Shire of Esperance has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 4th day of December 2025



Chief Executive Officer
Shane Burge

SHIRE OF ESPERANCE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025

	NOTE	2025	2025	2024
		Actual	Budget	Restated* Actual
		\$	\$	\$
Revenue				
Rates	2(a),26	26,786,130	26,851,952	25,432,406
Grants, subsidies and contributions	2(a)	12,056,814	9,536,704	13,304,012
Fees and charges	2(a)	11,608,878	11,015,415	11,203,001
Interest revenue	2(a)	2,542,602	1,719,500	2,583,229
Other revenue	2(a)	2,554,364	984,091	982,800
		55,548,788	50,107,662	53,505,448
Expenses				
Employee costs	2(b)	(22,642,749)	(23,271,943)	(21,378,606)
Materials and contracts		(15,579,466)	(17,242,935)	(12,737,703)
Utility charges		(1,410,574)	(1,434,221)	(1,368,941)
Depreciation		(23,376,694)	(23,403,044)	(22,802,226)
Finance costs		(237,249)	(71,182)	(228,465)
Insurance		(790,478)	(988,511)	(887,856)
Other expenditure	2(b)	(768,321)	(786,355)	(1,326,971)
		(64,805,531)	(67,198,191)	(60,730,768)
		(9,256,743)	(17,090,529)	(7,225,320)
Capital grants, subsidies and contributions	2(a)	12,007,869	20,074,997	15,394,282
Profit on asset disposals		73,057	120,940	503,134
Loss on asset disposals		(467,580)	(51,039)	(24,539)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(6,215)	-	-
		11,607,131	20,144,898	15,872,877
Net result for the period	25(b)	2,350,388	3,054,369	8,647,557
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	25,840,260	-	-
Total other comprehensive income for the period		25,840,260		
Total comprehensive income for the period		28,190,648	3,054,369	8,647,557

*Refer to note 31 for correction of prior year error

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2025**

NOTE	Actual 2025	Restated*	Restated*
		Actual 2024	Actual 2023
CURRENT ASSETS			
Cash and cash equivalents	3	47,273,666	48,988,393
Trade and other receivables	5	1,268,603	1,410,449
Other financial assets	4(a)	95,696	404,455
Inventories	6	958,802	1,346,117
Other assets	7	317,779	1,146,601
TOTAL CURRENT ASSETS		49,914,546	53,296,015
NON-CURRENT ASSETS			
Trade and other receivables	5	128,148	110,073
Other financial assets	4(b)	1,034,381	1,136,293
Inventories	6	3,859,610	3,305,969
Property, plant and equipment	8	133,445,206	103,613,524
Infrastructure	9	600,823,099	599,744,237
Right-of-use assets	11(a)	183,082	88,110
TOTAL NON-CURRENT ASSETS		739,473,526	707,998,206
TOTAL ASSETS		789,388,072	761,294,221
CURRENT LIABILITIES			
Trade and other payables	12	2,925,803	3,154,396
Contract liabilities	13	2,971,014	2,612,488
Lease liabilities	11(b)	43,013	10,186
Borrowings	14	155,635	461,774
Employee related provisions	15	3,750,936	3,784,029
TOTAL CURRENT LIABILITIES		9,846,401	10,022,873
NON-CURRENT LIABILITIES			
Lease liabilities	11(b)	140,084	78,934
Borrowings	14	1,398,766	1,554,401
Employee related provisions	15	438,545	411,208
Other provisions	16	4,885,862	4,739,039
TOTAL NON-CURRENT LIABILITIES		6,863,257	7,002,211
TOTAL LIABILITIES		16,709,658	16,806,455
NET ASSETS		772,678,414	744,487,766
EQUITY			
Retained surplus		331,480,201	327,567,285
Reserve accounts	29	38,577,357	40,139,885
Revaluation surplus	17	402,620,856	376,780,596
TOTAL EQUITY		772,678,414	744,487,766
			735,840,209

*Refer to note 31 for correction of prior year error

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF ESPERANCE
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2025

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 30 June 2023		314,079,314	39,107,270	376,780,596	729,967,180
Correction of error		5,873,029	-	-	5,873,029
Restated* Balance as at 01 July 2023		319,952,343	39,107,270	376,780,596	735,840,209
Comprehensive income for the period					
Net result for the period		8,647,557	-	-	8,647,557
Total comprehensive income for the period		8,647,557	-	-	8,647,557
Transfers from reserve accounts	29	12,145,169	(12,145,169)	-	-
Transfers to reserve accounts	29	(13,177,784)	13,177,784	-	-
Restated* Balance as at 30 June 2024		327,567,285	40,139,885	376,780,596	744,487,766
Comprehensive income for the period					
Net result for the period		2,350,388	-	-	2,350,388
Other comprehensive income for the period	17	-	-	25,840,260	25,840,260
Total comprehensive income for the period		2,350,388	-	25,840,260	28,190,648
Transfers from reserve accounts	29	12,548,535	(12,548,535)	-	-
Transfers to reserve accounts	29	(10,986,007)	10,986,007	-	-
Balance as at 30 June 2025		331,480,201	38,577,357	402,620,856	772,678,414

*Refer to note 31 for correction of prior year error

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025**

	NOTE	2025 Actual	2024 Actual
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		26,738,292	25,126,236
Grants, subsidies and contributions		12,439,567	12,483,178
Fees and charges		11,724,065	11,528,401
Interest revenue		2,542,602	2,583,229
Goods and services tax received		3,861,837	3,683,641
Other revenue		2,554,364	1,222,155
		<u>59,860,727</u>	<u>56,626,840</u>
Payments			
Employee costs		(22,554,787)	(21,276,132)
Materials and contracts		(14,849,616)	(11,910,443)
Utility charges		(1,410,574)	(1,368,941)
Finance costs		(237,249)	(84,036)
Insurance paid		(790,478)	(887,856)
Goods and services tax paid		(3,932,226)	(3,932,226)
Other expenditure		(645,522)	(998,806)
		<u>(44,420,452)</u>	<u>(40,458,440)</u>
Net cash provided by operating activities	18(b)	15,440,275	16,168,400
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for land held for sale		(42,512)	(475,225)
Payments for purchase of property, plant & equipment	8(a)	(8,261,021)	(4,351,193)
Payments for construction of infrastructure	9(a)	(21,455,491)	(26,254,987)
Proceeds from capital grants, subsidies and contributions		12,007,869	15,394,282
Proceeds for financial assets at amortised cost		-	4,000,000
Proceeds from financial assets at amortised cost - self supporting loans		404,456	190,736
Proceeds for land held for sale		265,181	341,479
Proceeds from financial assets at fair values through profit and loss		-	(2,942)
Proceeds from sale of property, plant & equipment		420,851	994,974
Net cash (used in) investing activities		(16,660,667)	(10,162,876)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	28(a)	(461,774)	(245,549)
Payments for principal portion of lease liabilities	28(c)	(32,561)	(18,971)
Net cash (used in) financing activities		(494,335)	(264,520)
Net increase (decrease) in cash held		(1,714,727)	5,741,004
Cash at beginning of year		48,988,393	43,247,389
Cash and cash equivalents at the end of the year	18(a)	47,273,666	48,988,393

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025

	NOTE	2025	2025	2024
		Actual	Budget	Restated*
		\$	\$	\$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	26	26,359,241	23,802,914	24,891,959
Rates excluding general rates	26	426,889	3,039,038	540,447
Grants, subsidies and contributions		12,056,814	9,536,704	13,304,012
Fees and charges		11,608,878	11,015,415	11,203,001
Interest revenue		2,542,602	1,719,500	2,583,229
Other revenue		2,554,364	984,091	982,800
Profit on asset disposals		73,057	120,940	503,134
		55,621,845	50,218,602	54,008,582
Expenditure from operating activities				
Employee costs		(22,642,749)	(23,271,943)	(21,378,606)
Materials and contracts		(15,579,466)	(17,242,935)	(12,737,703)
Utility charges		(1,410,574)	(1,434,221)	(1,368,941)
Depreciation		(23,376,694)	(23,403,044)	(22,802,226)
Finance costs		(237,249)	(71,182)	(228,465)
Insurance		(790,478)	(988,511)	(887,856)
Other expenditure		(768,321)	(786,355)	(1,326,971)
Loss on asset disposals		(467,580)	(51,039)	(24,539)
		(65,273,111)	(67,249,230)	(60,755,307)
Non cash amounts excluded from operating activities	27(a)	23,839,776	22,146,383	22,424,326
Amount attributable to operating activities		14,188,510	5,115,755	15,677,601
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		12,007,869	20,074,997	15,394,282
Proceeds from disposal of assets		686,032	1,290,500	1,336,453
Proceeds from financial assets at amortised cost - self supporting loans	28(a)	404,456	404,456	190,736
Proceeds from financial assets at fair value through profit and loss - Local Government House Trust		(6,215)	(5,000)	(2,942)
Proceeds on other loans		-	-	-
		13,092,142	21,764,953	16,918,529
Outflows from investing activities				
Right of use assets received - non cash	11(a)	(126,538)	-	(99,307)
Acquisition of property, plant and equipment	8(a)	(8,261,021)	(1,230,000)	(4,351,193)
Acquisition of infrastructure	9(a)	(21,455,491)	(23,705,822)	(26,254,987)
Payments for land held for sale		(42,512)	(23,145,666)	(548,167)
		(29,885,562)	(48,081,488)	(31,253,654)
Non-cash amounts excluded from investing activities	27(b)	126,538	1,500,000	99,307
Amount attributable to investing activities		(16,666,882)	(24,816,535)	(14,235,818)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	28(a)	-	2,434,907	-
Proceeds from new leases - non cash	28(c)	126,538	-	99,307
Transfers from reserve accounts	29	12,548,535	19,311,950	12,145,169
		12,675,073	21,746,857	12,244,476
Outflows from financing activities				
Repayment of borrowings	28(a)	(461,774)	(461,775)	(245,549)
Payments for principal portion of lease liabilities	28(c)	(32,561)	(18,588)	(18,971)
Transfers to reserve accounts	29	(10,986,007)	(4,831,398)	(13,177,784)
		(11,480,342)	(5,311,761)	(13,442,304)
Non-cash amounts excluded from financing activities	27(c)	(126,538)	-	(99,307)
Amount attributable to financing activities		1,068,193	16,435,096	(1,297,135)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year				
Amount attributable to operating activities	27(d)	4,219,909	3,221,226	4,075,261
Amount attributable to investing activities		14,188,510	5,115,755	15,677,601
Amount attributable to financing activities		(16,666,882)	(24,816,535)	(14,235,818)
Surplus or deficit after imposition of general rates	27(d)	1,068,193	16,435,096	(1,297,135)
		2,809,730	(44,458)	4,219,909

*Refer to note 31 for correction of prior year error
This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE
FOR THE YEAR ENDED 30 JUNE 2025
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SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

1. BASIS OF PREPARATION

The financial report of the Shire of Esperance which is a Class 2 local government comprises general purpose financial statements which have been prepared in accordance with the Local Government Act 1995 and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 read with the Local Government (Financial Management) Regulations 1996 prescribe that the financial report be prepared in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

The Local Government (Financial Management) Regulations 1996 provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls ; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment - Note 8
 - Infrastructure - Note 9
- Expected credit losses on financial assets - Note 5
- Assets held for sale - Note 7
- Impairment losses of non-financial assets - Note 8
- Measurement of employee benefits - Note 15
- Measurement of provisions - Note 16

Fair value hierarchy information can be found in Note 24

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 of the financial report.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-1 Amendments to Australian Accounting Standards
 - Classification of Liabilities as Current or Non-current
- AASB 2022-5 Amendments to Australian Accounting Standards
 - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
 - Non-current Liabilities with Covenants
- AASB 2023-3 Amendments to Australian Accounting Standards
 - Disclosure of Non-current Liabilities with Covenants: Tier 2
- AASB 2024-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements: Tier 2 Disclosures
- AASB 2023-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards
 - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendment may result in changes to the fair value of certain non-financial assets on revaluation. The impact has not been quantified as it is not considered practicable to determine the amount of the difference in fair value attributable to the change in the standard.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
 - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2024-4b Amendments to Australian Accounting Standards
 - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
 - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
 - Lack of Exchangeability
- AASB 18 (FP) Presentation and Disclosure in Financial Statements
 - (Appendix D) [for for-profit entities]
- AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements
 - (Appendix D) [for not-for-profit and superannuation entities]
- AASB 2024-2 Amendments to Australian Accounting Standards
 - Classification and Measurement of Financial Instruments
- AASB 2024-3 Amendments to Australian Accounting Standards
 - Annual Improvements Volume 11

These amendments are not expected to have any material impact on the financial report on initial application.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges - airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Fees and charges - sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2025		Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
Nature		\$	\$	\$	\$	\$
Rates	-	-	-	26,786,129	1	26,786,130
Grants, subsidies and contributions	12,056,814	-	-	-	-	12,056,814
Fees and charges	11,015,743	-	-	593,135	-	11,608,878
Interest revenue	53,095	-	-	120,088	2,369,419	2,542,602
Other revenue	2,554,364	-	-	-	-	2,554,364
Capital grants, subsidies and contributions	-	12,007,869	-	-	-	12,007,869
Total	25,680,016	12,007,869	27,499,352	2,369,420	67,556,657	

For the year ended 30 June 2024		Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
Nature		\$	\$	\$	\$	\$
Rates	-	-	-	25,432,406	-	25,432,406
Grants, subsidies and contributions	13,304,012	-	-	-	-	13,304,012
Fees and charges	10,687,686	-	-	515,315	-	11,203,001
Interest revenue	58,467	-	-	93,707	2,431,055	2,583,229
Other revenue	982,800	-	-	-	-	982,800
Capital grants, subsidies and contributions	-	15,394,282	-	-	-	15,394,282
Total	25,032,965	15,394,282	26,041,428	2,431,055	68,899,730	

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

The Shire utilises volunteer services at the fire station, museum, Homecare and library. Volunteer services are not recognised as revenue as the fair value of the services cannot be reliably estimated.

Interest revenue

	Note	2025 Actual	2024 Actual
		\$	\$
Financial assets at amortised cost - self supporting loans		49,300	55,658
Interest on reserve account		1,588,485	1,428,847
Trade and other receivables overdue interest		135,028	103,442
Other interest revenue		769,789	995,282
		2,542,602	2,583,229

Fees and charges relating to rates receivable

Charges on instalment plan		79,074	65,972
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The 2025 original budget estimate in relation to:

Charges on instalment plan was \$83,000.

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report		76,000	62,110
- Other services – grant acquittals		8,935	4,160
		84,935	66,270

Employee Costs

Employee benefit costs		18,802,652	17,627,468
Other employee costs		3,840,097	3,751,138
		22,642,749	21,378,606

Finance costs

Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss		231,085	230,937
Lease liabilities		6,164	(2,472)
		237,249	228,465

Other expenditure

Impairment losses on rates and statutory receivables		849	
Impairment losses on trade receivables		122,800	325,400
Sundry expenses		644,672	1,001,571
		768,321	1,326,971

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

3. CASH AND CASH EQUIVALENTS

Cash at bank and on hand
Term deposits
Total cash and cash equivalents

Held as
- Unrestricted cash and cash equivalents
- Restricted cash and cash equivalents

Note	2025	2024
	\$	\$
	21,273,666	37,988,393
	26,000,000	11,000,000
18(a)	47,273,666	48,988,393
	5,725,295	6,236,020
18(a)	41,548,371	42,752,373
	47,273,666	48,988,393

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions.

Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

4. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost

Note	2025	2024
	\$	\$
	95,696	404,455
	95,696	404,455
Other financial assets at amortised cost		
Self supporting loans receivable	27(d)	
	95,696	404,455
	95,696	404,455
Held as		
- Unrestricted other financial assets at amortised cost		
	95,696	404,455
	95,696	404,455

(b) Non-current assets

Financial assets at amortised cost

Financial assets at fair value through profit or loss

Financial assets at amortised cost

Self supporting loans receivable

Term deposits

Financial assets at fair value through profit or loss

Units in Local Government House Trust - opening balance

Movement attributable to fair value (decrement)/increment

Units in Local Government House Trust - closing balance

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24 (i)) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 22.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

5. TRADE AND OTHER RECEIVABLES

Current

	Note	2025	2024
		\$	\$
Rates and statutory receivables		278,144	228,165
Trade receivables		1,010,535	1,157,562
GST receivable		420,511	350,122
Allowance for credit losses of trade receivables	22(b)	(440,587)	(325,400)
		1,268,603	1,410,449
Non-current			
Rates and statutory receivables		128,148	110,073
		128,148	110,073

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2025 Actual	30 June 2024 Actual	1 July 2023 Actual
	\$	\$	\$
Trade and other receivables from contracts with customers	1,010,535	1,157,562	1,428,082
Contract assets	169,983	998,683	1,226,375
Allowance for credit losses of trade receivables	(440,587)	(325,400)	-
Total trade and other receivables from contracts with customers	739,931	1,830,845	2,654,457

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

6. INVENTORIES

	Note	2025	2024
		\$	\$
Current			
Fuel and materials		49,389	38,527
Road making materials		261,174	399,263
Visitor Centre Stock		132,608	108,327
Land held for resale			
Cost of acquisition		515,631	800,000
		958,802	1,346,117
Non-current			
Land held for resale			
Cost of acquisition		3,859,610	3,305,969
		3,859,610	3,305,969
The following movements in inventories occurred during the year:			
Balance at beginning of year		4,652,086	4,440,230
Inventories expensed during the year		(2,094,731)	(2,073,426)
Additions to inventory		2,261,057	2,285,282
Balance at end of year		4,818,412	4,652,086

MATERIAL ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for resale (Continued)

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

7. OTHER ASSETS

	2025	2024
	\$	\$
Other assets - current		
Accrued income	26,148	25,500
Contract assets	169,983	998,683
Interest Receivable	103,541	108,152
Infringements	18,107	14,266
	317,779	1,146,601

MATERIAL ACCOUNTING POLICIES

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at Note 2(b).

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Assets not subject to operating lease		Total Property				Plant and equipment				Total property, plant and equipment
	Land	Buildings	Land	Buildings	Work in progress	Total Property	Furniture and equipment	Plant and equipment	Motor Vehicles	Roadmaking Plant	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Balance at 1 July 2023	27,305,327	57,196,073	27,305,327	57,196,073	-	84,501,400	675,398	6,031,506	2,945,308	9,556,115	103,709,727
Additions	3,979	1,153,809	3,979	1,153,809	-	1,157,788	112,750	12,073	787,847	2,280,735	4,351,193
Disposals	(57,000)	-	(57,000)	-	-	(57,000)	-	-	(187,229)	(355,510)	(599,739)
Impairment (losses) / reversals *	-	-	-	-	-	-	-	-	-	(2,765)	(2,765)
Depreciation	-	(2,350,540)	-	(2,350,540)	-	(2,350,540)	(122,047)	(597,333)	(411,672)	(1,406,332)	(4,887,924)
Transfers	-	898,292	-	898,292	-	898,292	-	144,740	-	-	1,043,032
Balance at 30 June 2024	27,252,306	56,897,634	27,252,306	56,897,634	-	84,149,940	666,101	5,590,986	3,134,254	10,072,243	103,613,524
Comprises:											
Gross balance amount at 30 June 2024	27,252,306	117,950,602	27,252,306	117,950,602	-	145,202,908	1,709,363	11,917,907	5,628,631	16,070,224	180,529,033
Accumulated depreciation at 30 June 2024	-	(61,052,968)	-	(61,052,968)	-	(61,052,968)	(1,043,262)	(6,326,921)	(2,494,377)	(5,997,981)	(76,915,509)
Balance at 30 June 2024	27,252,306	56,897,634	27,252,306	56,897,634	-	84,149,940	666,101	5,590,986	3,134,254	10,072,243	103,613,524
Additions	-	707,622	-	707,622	4,201,582	4,909,204	278,389	213,936	763,493	2,095,999	8,261,021
Disposals	-	(352,907)	-	(352,907)	-	(352,907)	-	-	(247,292)	(217,601)	(817,800)
Revaluation increments / (decrements) transferred to revaluation surplus	3,079,694	22,760,566	3,079,694	22,760,566	-	25,840,260	-	-	-	-	25,840,260
Assets classified as held for sale	(483,300)	-	(483,300)	-	-	(483,300)	-	-	-	-	(483,300)
Depreciation	-	(2,399,729)	-	(2,399,729)	-	(2,399,729)	(149,305)	(610,759)	(463,214)	(1,472,965)	(5,095,972)
Transfers	-	1,536,667	-	1,536,667	590,806	2,127,473	-	-	-	-	2,127,473
Balance at 30 June 2025	29,848,700	79,149,853	29,848,700	79,149,853	4,792,388	113,790,941	795,185	5,194,163	3,187,241	10,477,676	133,445,206
Comprises:											
Gross balance amount at 30 June 2025	29,848,700	146,181,694	29,848,700	146,181,694	4,792,388	180,822,782	1,982,652	12,131,843	5,930,131	17,358,223	218,225,631
Accumulated depreciation at 30 June 2025	-	(67,031,841)	-	(67,031,841)	-	(67,031,841)	(1,187,467)	(6,937,680)	(2,742,890)	(6,880,547)	(84,780,425)
Balance at 30 June 2025	29,848,700	79,149,853	29,848,700	79,149,853	4,792,388	113,790,941	795,185	5,194,163	3,187,241	10,477,676	133,445,206

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class		Carrying amount 2025	Carrying amount 2024	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date								
Land and buildings								
Land - Market Value	8(a)	29,848,700	27,252,306	2	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology	Independent registered valuer	June 2025	Price per hectare / market borrowing rate
Total Land		29,848,700	27,252,306					
Buildings - Non Specialised	8(a)	79,149,853	56,897,634	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2025	Construction costs and current condition (level 2), residual values and remaining useful life assessments (level 3) inputs
Total Buildings		79,149,853	56,897,634					

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) Cost				
Furniture and equipment		Cost	Cost	Purchase cost
Plant and equipment		Cost	Cost	Purchase cost
Roadmaking Plant		Cost	Cost	Purchase cost
Motor vehicles - specialised		Cost	Cost	Purchase cost

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - drainage	Infrastructure - parks and ovals	Infrastructure - other	Infrastructure - work in progress	Other infrastructure - Pipes & Culverts	Other infrastructure - Airport	Total Infrastructure
Balance as at 30 June 2023	474,508,387	19,091,095	27,829,402	15,527,815	28,237,230	1,816,039	12,450,978	8,478,709	587,939,655
Correction of Error	-	-	-	-	4,487,070	-	-	-	4,487,070
Restated* Balance at 1 July 2023	474,508,387	19,091,095	27,829,402	15,527,815	32,724,300	1,816,039	12,450,978	8,478,709	592,426,725
Additions	21,998,177	207,565	62,407	128,656	261,958	3,596,224	-	-	26,254,987
Depreciation (Restated)*	(13,600,879)	(846,237)	(304,507)	(1,537,008)	(1,038,556)	-	(184,815)	(382,441)	(17,894,443)
Transfers	-	-	-	49,059	16,397	(1,108,488)	-	-	(1,043,032)
Restated* Balance at 30 June 2024	482,905,685	18,452,423	27,587,302	14,168,522	31,964,099	4,303,775	12,266,163	8,096,268	599,744,237
Comprises:									
Gross balance at 30 June 2024	595,724,037	27,435,244	32,097,944	26,841,024	39,131,543	4,303,775	18,738,982	11,365,411	755,637,960
Accumulated depreciation at 30 June 2024	(112,818,352)	(8,982,821)	(4,510,642)	(12,672,502)	(7,167,444)	-	(6,472,819)	(3,269,143)	(155,893,723)
Restated* Balance at 30 June 2024	482,905,685	18,452,423	27,587,302	14,168,522	31,964,099	4,303,775	12,266,163	8,096,268	599,744,237
Additions	19,531,290	299,182	59,526	42,059	-	1,523,434	-	-	21,455,491
Depreciation	(14,125,216)	(817,926)	(301,688)	(1,423,951)	(1,013,120)	-	(184,815)	(382,440)	(18,249,156)
Transfers	-	-	-	147,730	15,692	(2,290,895)	-	-	(2,127,473)
Balance at 30 June 2025	488,311,759	17,933,679	27,345,140	12,934,360	30,966,671	3,536,314	12,081,348	7,713,828	600,823,099
Comprises:									
Gross balance at 30 June 2025	615,255,327	27,734,426	32,157,469	27,030,813	39,147,235	3,536,314	18,738,982	11,365,411	774,965,977
Accumulated depreciation at 30 June 2025	(126,943,568)	(9,800,747)	(4,812,329)	(14,096,453)	(8,180,564)	-	(6,657,634)	(3,651,583)	(174,142,878)
Balance at 30 June 2025	488,311,759	17,933,679	27,345,140	12,934,360	30,966,671	3,536,314	12,081,348	7,713,828	600,823,099

*Refer to note 31 for correction of prior year error

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - footpaths	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - drainage	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - parks and ovals	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - other	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Infrastructure - work in progress	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Other infrastructure - Pipes & Culverts	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
Other infrastructure - Airport	3	Cost approach using depreciated replacement cost	Management valuation	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 100 years
Furniture and equipment	5 to 20 years
Plant and equipment	3 to 15 years
Motor vehicles	5 to 20 years
Road making plant	5 to 12 years
Infrastructure - roads	15 to 60 years
Other infrastructure - drainage	30 to 100 years
Other infrastructure - parks and ovals	10 to 30 years
Other infrastructure - other infrastructure	10 to 70 years
Other infrastructure - culverts and pipes	30 to 100 years
Other infrastructure - Esperance airport	10 to 50 years
Right of use - plant and equipment	Based on the remaining lease

(b) Fully Depreciated Assets in Use

The gross carrying amount of assets held by the Shire which are currently in use yet fully depreciated are shown in the table below.

	2025	2024
	\$	\$
Buildings	-	83,000
Furniture and equipment	260,136	212,836
Plant and equipment	288,688	159,134
Motor vehicles	1,996,072	928,172
Road making plant	870,500	713,500
	3,415,396	2,096,642

**SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulation 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

11. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

Balance at 1 July 2023

Additions *

Depreciation

Balance at 30 June 2024

Gross balance amount at 30 June 2024

Accumulated depreciation at 30 June 2024

Balance at 30 June 2024

Additions *

Depreciation

Balance at 30 June 2025

Gross balance amount at 30 June 2025

Accumulated depreciation at 30 June 2025

Balance at 30 June 2025

Note	Right-of-use assets - plant and equipment	Right-of-use assets Total
	\$	\$
	8,663	8,663
Additions *	99,307	99,307
Depreciation	(19,860)	(19,860)
Balance at 30 June 2024	88,110	88,110
	99,307	99,307
Accumulated depreciation at 30 June 2024	(11,197)	(11,197)
Balance at 30 June 2024	88,110	88,110
	126,538	126,538
Additions *	(31,566)	(31,566)
Depreciation		
Balance at 30 June 2025	183,082	183,082
	225,845	225,845
Gross balance amount at 30 June 2025	(42,763)	(42,763)
Balance at 30 June 2025	183,082	183,082

*Right of use asset additions are non-cash Additions. Refer note 18.(c)

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:

Depreciation on right-of-use assets

	2025 Actual	2024 Actual
	\$	\$
Depreciation on right-of-use assets	(31,566)	(19,860)
Finance charge on lease liabilities	(6,145)	(2,472)
Total amount recognised in the statement of comprehensive income	(37,711)	(22,332)
Total cash outflow from leases	(38,706)	(21,443)

(b) Lease Liabilities

Current

Non-current

	2025 Actual	2024 Actual
	\$	\$
28(c)	(37,711)	(22,332)
28(c)	183,097	89,120

Secured liabilities and assets pledged as security

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

MATERIAL ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 28(c).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

SHIRE OF ESPERANCE
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11. LEASES (Continued)

(c) Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year

1 to 2 years

2 to 3 years

3 to 4 years

4 to 5 years

> 5 years

	2025 Actual	2024 Actual
	\$	\$
Less than 1 year	150,000	150,000
1 to 2 years	300,000	300,000
2 to 3 years	300,000	300,000
3 to 4 years	300,000	300,000
4 to 5 years	300,000	300,000
> 5 years	2,612,500	2,762,500
	3,962,500	4,112,500

The Shire has leased the caravan park to RAC for a term of 35 years commencing in 2019-20.

The Shire leased Blue Waters Lodge to RAC for a term of 21 years commencing in 2023-24.

MATERIAL ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

12. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Prepaid rates
Accrued payroll liabilities
Bonds and deposits held
Accrued interest on long term borrowings

	2025	2024
	\$	\$
Sundry creditors	1,617,189	2,025,697
Prepaid rates	25,075	4,859
Accrued payroll liabilities	849,969	756,251
Bonds and deposits held	423,942	356,906
Accrued interest on long term borrowings	9,628	10,683
	2,925,803	3,154,396

MATERIAL ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

13. OTHER LIABILITIES

	2025	2024
	\$	\$
Current		
Contract liabilities	2,971,014	2,612,488
	2,971,014	2,612,488
Reconciliation of changes in contract liabilities		
Opening balance	2,612,488	3,378,442
Additions	2,971,014	2,612,488
Revenue from contracts with customers included as a contract liability at the start of the period	(2,612,488)	(3,378,442)
	2,971,014	2,612,488

The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was \$2,971,014 (2024: \$2,612,488)

The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

14. BORROWINGS

	Note	2025			2024		
		Current	Non-current	Total	Current	Non-current	Total
Unsecured		\$	\$	\$	\$	\$	\$
Other loans		155,635	1,398,766	1,554,401	461,774	1,554,401	2,016,175
Total unsecured borrowings	28(a)	155,635	1,398,766	1,554,401	461,774	1,554,401	2,016,175

Secured liabilities and assets pledged as security

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Esperance. Other loans relate to transferred receivables. Refer to Note 5.

The Shire of Esperance has complied with the financial covenants of its borrowing facilities during the 2025 and 2024 years.

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 22.

Details of individual borrowings required by regulations are provided at Note 28(a).

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2025	2024
	\$	\$
Current provisions		
Employee benefit provisions		
Annual leave	2,293,327	2,267,170
Long service leave	1,457,609	1,516,859
	3,750,936	3,784,029
Total current employee related provisions	3,750,936	3,784,029
Non-current provisions		
Employee benefit provisions		
Long service leave	438,545	411,208
	438,545	411,208
Total non-current employee related provisions	438,545	411,208
Total employee related provisions	4,189,481	4,195,237

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Amounts are expected to be settled on the following basis:	Note	2025	2024
		\$	\$
Less than 12 months after the reporting date		1,653,784	1,399,430
More than 12 months from reporting date		2,535,697	2,795,807
		4,189,481	4,195,237

Expected reimbursements of employee related provisions from other WA local governments included within other receivables

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MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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16. OTHER PROVISIONS

	Make good provisions	Total
	\$	\$
Restated* Opening balance at 1 July 2024		
Restated* non-current provisions	4,739,039	4,739,039
	4,739,039	4,739,039
Additional provision	146,823	146,823
Balance at 30 June 2025	4,885,862	4,885,862
Comprises		
Non-current	4,885,862	4,885,862
	4,885,862	4,885,862

*Refer to note 31 for correction of prior year error

Other provisions

Amounts which are expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

Make good provisions

Under licence for the operation of Wylie Bay Waste Facility landfill site, the Shire has a legal obligation to restore the site.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.

The provision for future remediation costs is the best estimate of present value of the expenditure required to settle the remediation obligation at the reporting date.

Future remediation costs are reviewed annually and any changes in the estimate are reflected in the present value of the remediation provision at each reporting date.

MATERIAL ACCOUNTING POLICIES

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

17. REVALUATION SURPLUS

	2025 Opening Balance	Total Movement on Revaluation	2025 Closing Balance	2024 Opening Balance	Total Movement on Revaluation	2024 Closing Balance
	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land and buildings	37,565,324	25,840,260	63,405,584	37,565,324	-	37,565,324
Revaluation surplus - Furniture and equipment	120,357	-	120,357	120,357	-	120,357
Revaluation surplus - Plant and equipment	1,281,689	-	1,281,689	1,281,689	-	1,281,689
Revaluation surplus - Motor Vehicles	786,448	-	786,448	786,448	-	786,448
Revaluation surplus - Roadmaking Plant	668,986	-	668,986	668,986	-	668,986
Revaluation surplus - Infrastructure - roads	264,678,825	-	264,678,825	264,678,825	-	264,678,825
Revaluation surplus - Infrastructure - footpaths	12,602,185	-	12,602,185	12,602,185	-	12,602,185
Revaluation surplus - Infrastructure - drainage	22,057,698	-	22,057,698	22,057,698	-	22,057,698
Revaluation surplus - Infrastructure - parks and ovals	9,660,606	-	9,660,606	9,660,606	-	9,660,606
Revaluation surplus - Infrastructure - other	8,343,371	-	8,343,371	8,343,371	-	8,343,371
Revaluation surplus - Other infrastructure - Pipes & Culverts	13,119,034	-	13,119,034	13,119,034	-	13,119,034
Revaluation surplus - Other infrastructure - Airport	5,896,073	-	5,896,073	5,896,073	-	5,896,073
	376,780,596	25,840,260	402,620,856	376,780,596	-	376,780,596

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

18. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2025 Actual \$	2024 Actual \$
Cash and cash equivalents	3	47,273,666	48,988,393
Restrictions			
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	41,548,371	42,752,373
		41,548,371	42,752,373
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	29	38,577,357	40,139,885
Contract liabilities	13	2,971,014	2,612,488
Total restricted financial assets		41,548,371	42,752,373
(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities			
Net result		2,350,388	8,647,557
Non-cash items:			
Depreciation/amortisation		23,376,694	22,802,226
(Profit)/loss on sale of asset		394,523	(478,595)
Impairment of plant and equipment			2,765
Changes in assets and liabilities:			
(Increase)/decrease in trade and other receivables		123,771	178,817
(Increase)/decrease in other assets		483,422	43,845
(Increase)/decrease in inventories		(380,354)	5,253
(Increase)/decrease in contract assets		828,700	227,693
Increase/(decrease) in trade and other payables		(228,593)	684,083
Increase/(decrease) in employee related provisions		(5,756)	73,865
Increase/(decrease) in other provisions		146,823	141,127
Increase/(decrease) in other liabilities		358,526	(765,954)
Capital grants, subsidies and contributions		(12,007,869)	(15,394,282)
Net cash provided by/(used in) operating activities		15,440,275	16,168,400
(c) Non-cash investing and financing activities			
Acquisition of right of use assets by means of lease	11(a)	126,538	99,307
(d) Undrawn Borrowing Facilities			
Credit Standby Arrangements			
Bank overdraft limit		200,000	200,000
Bank overdraft at balance date		-	-
Credit card limit		80,000	80,000
Credit card balance at balance date		(8,083)	(7,071)
Total amount of credit unused		271,917	272,929
Loan facilities			
Loan facilities - current		155,635	461,774
Loan facilities - non-current		1,398,766	1,554,401
Total facilities in use at balance date		1,554,401	2,016,175
Unused loan facilities at balance date		NIL	NIL

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

19. CONTINGENT LIABILITIES

The Shire of Esperance is unaware of any contingent liabilities to disclose at the current reporting date.

20. CAPITAL COMMITMENTS

	2025	2024
	\$	\$
Contracted for:		
- capital expenditure projects	8,649,532	3,237,082
- plant & equipment purchases	497,475	528,310
	9,147,007	3,765,392
Payable:		
- not later than one year	9,147,007	3,765,392

The capital expenditure projects outstanding at the end of the current reporting period includes but is not limited to the remaining construction of the Graham Mackenzie Stadium, Condongup Bushfire Brigade Shed and completion of four residential units on Voile Lane.

The prior year commitment was largely attributable to the upgrade of the Home Care Day Centre as well as fleet replacements in progress.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

21. RELATED PARTY TRANSACTIONS

(a) Council Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

President's annual allowance	42,596	35,880	35,880
President's meeting attendance fees	24,200	22,880	22,880
President's annual allowance for ICT expenses	1,644	1,560	1,560
	68,440	60,320	60,320
Deputy President's annual allowance	10,649	8,970	8,970
Deputy President's meeting attendance fees	19,788	18,720	18,720
Deputy President's annual allowance for ICT expenses	1,644	1,560	1,560
	32,081	29,250	29,250
All other council member's meeting attendance fees	138,513	131,040	131,040
All other council member's annual allowance for ICT expenses	11,511	10,920	10,920
	150,024	141,960	141,960
	21(b)	250,545	231,530
			231,530

Note	2025 Actual	2025 Budget	2024 Actual
	\$	\$	\$
President's annual allowance	42,596	35,880	35,880
President's meeting attendance fees	24,200	22,880	22,880
President's annual allowance for ICT expenses	1,644	1,560	1,560
	68,440	60,320	60,320
Deputy President's annual allowance	10,649	8,970	8,970
Deputy President's meeting attendance fees	19,788	18,720	18,720
Deputy President's annual allowance for ICT expenses	1,644	1,560	1,560
	32,081	29,250	29,250
All other council member's meeting attendance fees	138,513	131,040	131,040
All other council member's annual allowance for ICT expenses	11,511	10,920	10,920
	150,024	141,960	141,960
	21(b)	250,545	231,530
			231,530

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	862,636	891,207
Post-employment benefits	117,340	104,804
Employee - other long-term benefits	36,603	7,635
Council member costs	21(a) 250,545	231,530
	1,267,124	1,235,176

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

21. RELATED PARTY TRANSACTIONS (Continued)

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2025 Actual	2024 Actual
	\$	\$
Purchase of goods and services	299,931	268,352
Short term employee benefits - other related parties	214,115	160,008
Amounts outstanding from related parties:		
Trade and other receivables	2,109	815

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

Short-term employee benefits related to an associate person of the CEO who was employed by the Shire under normal employment terms and conditions.

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

22. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance department under policies approved by the council. The finance department identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2025					
Cash and cash equivalents	3.70%	47,273,666	26,000,000	21,265,416	8,250
Financial assets at amortised cost - term deposits	0.00%	-	-	-	-
Financial assets at amortised cost - Treasury bonds					
2024					
Cash and cash equivalents	4.22%	48,988,393	11,000,000	37,988,393	-
Financial assets at amortised cost - term deposits	0.00%	-	-	-	-
Financial assets at amortised cost - Treasury bonds					

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2025	2024
	\$	\$
Impact of a 1% movement in interest rates on profit or loss and equity*	212,654	379,884

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs.

The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 28(a).

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major trade and other receivables comprise contractual non-statutory user fees and charges, grants, contributions and reimbursements. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies.

The level of outstanding receivables is reported to council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 Financial Instruments simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade and other receivables. To measure the expected credit losses, receivables from grants, contributions and reimbursements are separated from other trade receivables due to the difference in payment terms and security.

The expected loss rates are based on the payment profiles of trade and other receivables over a period of 36 months before 1 July 2024 or 1 July 2025 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of users to settle the receivables.

The loss allowance as at 30 June 2025 and 30 June 2024 was determined as follows for trade and other receivables.

	Current	More than 30	More than 60	More than 90	Total		
		days past due	days past due	days past due			
30 June 2025							
Trade receivables							
Expected credit loss	0.00%	0.00%	0.00%	98.84%			
Gross carrying amount	468,405	95,573	786	445,771	1,010,535		
Loss allowance	-	-	-	440,587	440,587		
Rates receivables							
Expected credit loss	0.00%	0.00%	0.00%	0.00%			
Gross carrying amount	225,809	37,078	9,167	6,090	278,144		
Loss allowance	-	-	-	-	-		
	Current	More than 30	More than 60	More than 90	Total		
		days past due	days past due	days past due			
30 June 2024							
Trade receivables							
Expected credit loss	23.61%	48.84%	0.00%	0.00%			
Gross carrying amount	918,805	222,094	1,544	15,120	1,157,563		
Loss allowance	216,930	108,471	-	-	325,401		
Rates receivables							
Expected credit loss	0.00%	0.00%	0.00%	0.00%			
Gross carrying amount	213,303	10,387	1,433	3,042	228,165		
Loss allowance	-	-	-	-	-		

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk (Continued)

The loss allowances for trade, other receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Trade receivables		Other receivables		Contract Assets	
	2025 Actual	2024 Actual	2025 Actual	2024 Actual	2025 Actual	2024 Actual
Opening loss allowance as at 1 July	\$ 325,400	\$ -	\$ -	\$ -	\$ -	\$ -
Increase in loss allowance recognised in profit or loss during the year	115,187	325,400	-	-	-	-
Receivables written off during the year as uncollectible	7,613	-	849	175	-	-
Unused amount reversed	(7,613)	-	(849)	(175)	-	-
Closing loss allowance at 30 June	440,587	325,400	-	-	-	-

Trade, other receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on rates and statutory receivables, trade, other receivables and contract assets are presented as net impairment losses within other expenditure. Subsequent recoveries of amounts previously written off are credited against the same line item.

Contract Assets

The Shire's contract assets represent work completed, which have not been invoiced at year end. This is due to the Shire not having met all the performance obligations in the contract which give an unconditional right to receive consideration.

The Shire applies the simplified approach to measure expected credit losses which uses a lifetime expected loss allowance for all contract assets. To measure the expected credit losses, contract assets have been grouped based on shared credit risk characteristics and the days past due. Contract assets have substantially the same risk characteristics as the trade receivables for the same types of contracts. The Shire has therefore concluded that the expected loss rates for trade receivables are a reasonable approximation of the loss rates for the contract assets.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

22. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 18(d).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying amounts, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
2025					
Trade and other payables	2,925,803	-	-	2,925,803	2,925,803
Borrowings	155,635	845,403	553,363	1,554,401	1,554,401
Lease liabilities	43,056	127,878	11,218	182,152	183,097
	3,124,494	973,281	564,581	4,662,356	4,663,301
2024					
Trade and other payables	3,154,396	-	-	3,154,396	3,154,396
Borrowings	461,774	832,545	721,856	2,016,175	2,016,175
Lease liabilities	22,292	76,535	-	98,827	89,120
	3,638,462	909,080	721,856	5,269,398	5,259,691

**SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There were no significant events after the end of the reporting period to disclose.

**SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

24. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

25. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
Governance To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council (Councillors) and the administration support services available to the Council for the provision of governance of the district. Other costs relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific services.
General purpose funding To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and protection of the environment and other aspects of public safety including beaches and emergency services.
Health To provide an operational framework for good community health.	Inspection of food outlets and their control as well as provision of meat inspection services, noise control and waste disposal compliance.
Education and welfare To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizens centre and aged care centre. Provision and maintenance of home and community care programs and youth support services.
Community amenities To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
Recreation and culture To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Maintenance of public halls, civic centre, aquatic centre, beaches, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operations of library, museum and other cultural facilities.
Transport To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, street, footpaths, depots, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. Provision and operation of airport. Provision of licensing facilities.
Economic services To help promote the Shire and its economic well being.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.
Other property and services To monitor and control Council's overheads and operating accounts.	Private works, plant repair and operation costs and engineering operation costs.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

25. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses	2025 Actual	Restated* 2024 Actual
	\$	\$
Income excluding grants, subsidies and contributions and capital grants, subsidies and contributions		
Governance	250,834	471,690
General purpose funding	29,289,412	27,970,274
Law, order, public safety	120,820	100,255
Health	112,800	71,595
Education and welfare	780,670	681,990
Community amenities	5,705,394	5,632,763
Recreation and culture	3,954,955	2,546,159
Transport	2,163,507	1,958,332
Economic services	693,053	648,846
Other property and services	493,586	622,666
	43,565,031	40,704,570
Grants, subsidies and contributions and capital grants, subsidies and contributions		
Governance	191,893	81,219
General purpose funding	5,268,888	7,202,385
Law, order, public safety	904,906	847,705
Health	10,965	1,724
Education and welfare	4,836,866	4,720,341
Community amenities	371,493	321,904
Recreation and culture	2,259,823	1,604,774
Transport	9,640,755	13,586,474
Economic services	391,256	72,768
Other property and services	187,838	259,000
	24,064,683	28,698,294
Total Income	67,629,714	69,402,864
Expenses		
Governance	(2,883,534)	(2,468,711)
General purpose funding	(418,398)	(610,204)
Law, order, public safety	(2,986,137)	(2,716,926)
Health	(534,092)	(475,493)
Education and welfare	(5,477,931)	(5,452,415)
Community amenities	(6,484,829)	(6,259,119)
Recreation and culture	(17,655,491)	(15,481,998)
Transport	(25,101,371)	(23,624,788)
Economic services	(2,421,204)	(2,144,727)
Other property and services	(1,316,339)	(1,520,926)
Total expenses	(65,279,326)	(60,755,307)
Net result for the period	2,350,388	8,647,557
*Refer to note 31 for correction of prior year error		
(c) Total Assets		
Governance	4,701,096	7,191,487
General purpose funding	37,265,894	31,892,370
Law, order, public safety	9,462,230	7,887,566
Health	39,005	0
Education and welfare	10,453,335	8,283,424
Community amenities	25,476,745	22,809,928
Recreation and culture	90,269,862	79,941,186
Transport	580,469,015	573,863,198
Economic services	518,143	235,415
Other property and services	11,637,640	8,494,608
Unallocated	19,095,107	20,695,039
	789,388,072	761,294,221

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

26. RATING INFORMATION

(a) General Rates

RATE TYPE		Number of Properties	2024/25 Actual Rateable Value*	2024/25 Actual Rate Revenue	2024/25 Actual Interim Rates	2024/25 Actual Total Revenue	2024/25 Budget Rate Revenue	2024/25 Budget Interim Rate	2024/25 Budget Total Revenue	2023/24 Actual Total Revenue
Rate Description	Basis of valuation									
GRV Residential	Gross rental valuation	4,399	96,148,943	9,093,382	44,682	9,138,064	9,107,421	35,000	9,142,421	7,741,496
GRV - Commercial/Industrial	Gross rental valuation	416	32,399,695	3,064,234	(32,864)	3,031,370	3,064,234	-	3,064,234	3,249,134
GRV - Vacant	Gross rental valuation	77	1,959,756	185,346	2,654	188,000	251,172	-	251,172	175,417
UV - Rural	Unimproved valuation	971	3,161,471,000	11,337,035	569	11,337,604	11,345,087	-	11,345,087	10,614,549
Total general rates		5,863	3,291,979,394	23,679,997	15,041	23,695,038	23,767,914	35,000	23,802,914	21,780,596
Minimum Payment										
			\$							
GRV Residential	Gross rental valuation	974	12,436,841	1,393,794	(118)	1,393,676	1,365,174	-	1,365,174	1,854,341
GRV - Commercial/Industrial	Gross rental valuation	76	658,420	108,756	(125)	108,631	107,325	-	107,325	89,140
GRV - Vacant	Gross rental valuation	485	2,701,125	694,035	(14,959)	679,076	611,037	-	611,037	667,198
UV - Rural	Unimproved valuation	220	47,020,600	322,080	(850)	321,230	314,760	-	314,760	282,436
UV-Commercial/Industrial	Unimproved valuation	3	432,900	4,392	-	4,392	4,392	-	4,392	4,125
UV-Mining	Unimproved valuation	153	3,275,313	223,992	(50,322)	173,670	232,776	-	232,776	230,405
Total minimum payments		1,911	66,525,199	2,747,049	(66,374)	2,680,675	2,635,464	-	2,635,464	3,127,645
Total general rates and minimum payments		7,774	3,358,504,593	26,427,046	(51,333)	26,375,713	26,403,378	35,000	26,438,378	24,908,241
Ex-gratia Rates and prepaid rates										
CBH Storage Facilities		N/A	-	422,031	-	422,031	420,047	-	420,047	397,936
Prepaid Rates		N/A	-	4,859	-	4,859	10,000	-	10,000	142,511
Total amount raised from rates (excluding general rates)		-	-	426,890	-	426,890	430,047	-	430,047	540,447
Discounts						(16,473)			(16,473)	(16,282)
Total Rates						26,786,130			26,851,952	25,432,406

(b) Rates related information

Rates instalment interest		79,074	62,000	65,972
Rates instalment plan charges		-	-	-
Rates overdue interest		41,013	27,735	2,809
Rates written off		849	5,000	175

*Rateable Value at time of raising of rate.

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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27. DETERMINATION OF SURPLUS OR DEFICIT

Note	2024/25 (30 June 2025 Carried Forward)	2024/25 Budget (30 June 2025 Carried Forward)	Restated* 2023/24 (30 June 2024 Carried Forward)
			\$
(a) Non-cash amounts excluded from operating activities			
			The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .
			Adjustments to operating activities
	Less: Profit on asset disposals	(73,057)	(120,940)
	Less: Movement in liabilities associated with restricted cash	(97,713)	279,652
	Add: Loss on disposal of assets	467,580	51,039
	Add: Impairment of Plant and Equipment	-	2,765
	Add: Depreciation	23,376,694	23,403,044
	Non-cash movements in non-current assets and liabilities:		
	Pensioner deferred rates	(18,075)	5,000
	Employee benefit provisions	27,337	10,000
	Other provisions	146,823	-
	Lease liabilities	10,187	141,127
	Inventory	-	(10,187)
	Non-cash amounts excluded from operating activities	23,839,776	22,146,383
			22,424,326
(b) Non-cash amounts excluded from investing activities			
			The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .
			Adjustments to investing activities
	Right of use assets received - non cash	126,538	-
	Movement in current capital expenditure provision associated with restricted cash	-	1,500,000
	Non-cash amounts excluded from investing activities	126,538	1,500,000
			99,307
(c) Non-cash amounts excluded from financing activities			
			The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .
			Adjustments to financing activities
	Non cash proceeds from new leases	(126,538)	-
	Non-cash amounts excluded from financing activities	(126,538)	-
			(99,307)
(d) Surplus or deficit after imposition of general rates			
			The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.
			Adjustments to net current assets
	Less: Reserve accounts	29 (38,577,357)	(40,139,885)
	Less: Financial assets at amortised cost - self supporting loans	4(a) (95,696)	(404,456)
	Less: Financial assets at amortised cost	-	-
	Less: Current assets not expected to be received at end of year	-	-
	- Land held for resale	6 (515,631)	(800,000)
	Add: Current liabilities not expected to be cleared at end of year		
	- Current portion of borrowings	14 155,635	461,774
	- Current portion of lease liabilities	43,013	8,402
	- Other provisions	-	1,500,000
	- Employee benefit provisions	1,731,622	1,721,363
	Total adjustments to net current assets	(37,258,414)	1,819,147
			(39,053,233)
Net current assets used in the Statement of Financial Activity			
	Total current assets	49,914,546	34,459,909
	Less: Total current liabilities	(9,846,401)	(10,256,604)
	Less: Total adjustments to net current assets	(37,258,414)	(39,053,233)
	Surplus or deficit after imposition of general rates	2,809,731	4,219,909

*Refer to note 31 for correction of prior year error

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

28. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual							Budget			
		Principal at 1 July 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	New Loans During 2024-25	Principal Repayments During 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New Loans During 2024-25	Principal Repayments During 2024-25	Principal at 30 June 2025
									\$	\$	\$	\$
Shark Lake Industrial Park		675,789	-	(54,813)	620,976	-	(57,319)	563,657	620,976	-	(57,319)	563,657
Graham Mackenzie Stadium		-	-	-	-	-	-	-	-	2,434,907	-	2,434,907
Total		675,789	-	(54,813)	620,976	-	(57,319)	563,657	620,976	2,434,907	(57,319)	2,998,564
Self Supporting Loans												
Recherche Aged Welfare		184,064	-	(19,810)	164,254	-	(21,098)	143,156	164,255	-	(21,100)	143,155
Esperance Bay Yacht Club		257,982	-	(19,209)	238,773	-	(20,182)	218,591	238,773	-	(20,183)	218,590
Newtown Condungup Football Club		32,265	-	(6,069)	26,196	-	(6,253)	19,943	26,196	-	(6,255)	19,941
Esperance Bay Yacht Club		6,360	-	(6,360)	-	-	-	-	-	-	-	-
Gibson Football Club		41,976	-	(41,975)	1	-	(1)	-	-	-	-	-
Condungup District Recreation Association		356,172	-	(48,813)	307,359	-	(307,359)	-	307,357	-	(307,357)	-
Esperance Tennis Club		10,061	-	(5,015)	5,046	-	(5,046)	-	5,046	-	(5,046)	-
Esperance Bay Yacht Club		697,055	-	(43,485)	653,570	-	(44,516)	609,054	653,570	-	(44,515)	609,055
Total Self Supporting Loans		1,585,935	-	(190,736)	1,395,199	-	(404,455)	990,744	1,395,197	-	(404,456)	990,741
Total Borrowings	14	2,261,724	-	(245,549)	2,016,175	-	(461,774)	1,554,401	2,016,173	2,434,907	(461,775)	3,989,305

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost.

All other loan repayments were financed by general purpose revenue.

Borrowing Finance Cost Payments

Purpose	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2025	Budget for year ending 30 June 2025	Actual for year ending 30 June 2024
					\$	\$	\$
Shark Lake Industrial Park	296	WATC*	4.52%	28/06/2033	(31,695)	(27,428)	(34,545)
Total					(31,695)	(27,428)	(34,545)
Self Supporting Loans Finance Cost Payments							
Recherche Aged Welfare	291	WATC*	6.36%	13/12/2030	(11,095)	(9,950)	(11,833)
Esperance Bay Yacht Club	295	WATC*	5.01%	26/08/2033	(13,016)	(11,713)	(13,245)
Newtown Condungup Football Club	299	WATC*	3.05%	27/06/2028	(944)	(752)	(1,050)
Esperance Bay Yacht Club	300	WATC*	2.63%	04/12/2023	-	-	(64)
Gibson Football Club	301	WATC*	2.47%	23/01/2024	(18)	-	(733)
Condungup District Recreation Association	302	WATC*	0.90%	05/06/2025	(4,683)	(2,662)	(4,316)
Esperance Tennis Club	303	WATC*	0.61%	30/04/2025	(73)	(31)	(92)
Esperance Bay Yacht Club	304	WATC*	2.35%	13/01/2037	(19,275)	(14,942)	(18,158)
Total Self Supporting Loans Finance Cost Payments					(49,104)	(40,050)	(49,491)
Total Finance Cost Payments					(80,799)	(67,478)	(84,036)

* WA Treasury Corporation

SHIRE OF ESPERANCE
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28. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2024/25

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed		Amount (Used)		Total Interest & Charges \$	Actual Balance Unspent \$
					2025 Actual	2025 Budget	2025 Actual	2025 Budget		
Graham Mackenzie Stadium	NA	NA	NA				\$ 2,434,907		\$ -	\$ 2,434,907
							\$ 2,434,907		\$ -	\$ 2,434,907

* WA Treasury Corporation

(c) Lease Liabilities

Purpose	Note	Actual						Budget				
		Principal at 1 July 2023	New Leases During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	New Leases During 2024-25	Principal Repayments During 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New Leases During 2024-25	Principal Repayments During 2024-25	Principal at 30 June 2025
Motor vehicle		\$ -	\$ -	\$ -	\$ -	\$ 126,538	\$ (13,973)	\$ 112,565	\$ -	\$ -	\$ -	
Gym equipment		\$ 5,767		\$ (5,767)		\$ -		\$ -				
Motor vehicle		\$ 3,017		\$ (3,017)		\$ -		\$ -				
Gym Equipment		\$ -	\$ 99,307	\$ (10,187)	\$ 89,120	\$ -	\$ (18,588)	\$ 70,532	\$ 89,121		\$ (18,588)	
Total Lease Liabilities	11(b)	\$ 8,784	\$ 99,307	\$ (18,971)	\$ 89,120	\$ 126,538	\$ (32,561)	\$ 183,097	\$ 89,121		\$ 70,533	

Lease Finance Cost Payments

Purpose	Lease Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2025 \$	Budget for year ending 30 June 2025 \$	Actual for year ending 30 June 2024 \$			Lease Term
							2024	2025	2026	
Motor vehicle		Toyota Fleet	4.58%	14/01/2030	\$ (2,441)					60 months
Gym equipment		Maia Financial	1.40%	31/10/2023		\$ -				(14) 60 months
Motor vehicle		Toyota Fleet	1.40%	31/12/2023		\$ -				(12) 27 months
Gym Equipment		Maia Financial	4.58%	31/12/2028	\$ (3,704)	\$ (3,704)				60 months
Total Finance Cost Payments					\$ (6,145)	\$ (3,704)				(2,446) (2,472)

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

29. RESERVE ACCOUNTS	2025 Actual Opening Balance	2025 Actual Transfer to	2025 Actual Transfer (from)	2025 Actual Closing Balance	2025 Budget Opening Balance	2025 Budget Transfer to	2025 Budget Transfer (from)	2025 Budget Closing Balance	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Restricted by council													
(a) Land Purchase and Development	4,040,996	458,634	(1,118,246)	3,381,384	4,040,996	696,939	(3,181,492)	1,556,443	4,753,852	819,955	(1,532,811)	4,040,996	
(b) Eastern Suburbs Water Pipeline	41,012	1,963	-	42,975	41,012	984	-	41,996	39,180	1,832	-	41,012	
(c) Jetty	472,840	169,636	-	642,476	472,840	158,343	-	631,183	317,976	154,864	-	472,840	
(d) Aerodrome	7,149,317	781,100	(510,801)	7,419,616	7,474,716	630,278	(1,069,244)	7,035,750	6,850,889	582,790	(284,362)	7,149,317	
(e) Off Street Parking	583,798	27,948	-	611,746	583,798	14,005	-	597,803	557,726	26,072	-	583,798	
(f) Sanitation (Rubbish Removal)	12,272,816	2,260,604	(2,256,749)	12,276,671	12,272,816	1,665,175	(5,282,579)	8,655,412	11,259,138	2,191,456	(1,177,778)	12,272,816	
(g) Esperance Home Care Fundraising	1,016,734	751,631	-	1,768,365	1,016,734	24,391	-	1,041,125	743,736	272,998	-	1,016,734	
(h) Plant Replacement	633,211	30,313	(490,350)	173,174	633,211	116,190	-	749,401	768,104	35,907	(170,800)	633,211	
(i) Building Maintenance	2,991,316	595,411	(744,766)	2,841,961	2,991,316	625,686	(2,272,826)	1,344,176	2,086,654	1,108,779	(204,117)	2,991,316	
(j) Employee Entitlements Long Service Leave	1,369,474	222,728	-	1,592,202	1,369,474	32,852	-	1,402,326	1,308,314	61,160	-	1,369,474	
(k) Governance and Workers Compensation	218,433	210,856	(100,047)	329,242	218,433	205,240	(200,000)	223,673	43,752	182,045	(7,364)	218,433	
(l) EHC Asset Replacement	591,602	28,322	(11,105)	608,819	591,602	14,192	(65,111)	540,683	994,990	46,513	(449,901)	591,602	
(m) IT System and Process Development	76,583	56,167	-	132,750	76,583	54,337	-	130,920	44,025	52,058	(19,500)	76,583	
(n) Esperance Home Care Annual Leave	333,730	15,977	(75,692)	274,015	333,730	8,006	-	341,736	318,826	14,904	-	333,730	
(o) Esperance Home Care Long Service Leave	335,332	16,054	(47,434)	303,952	335,332	8,044	-	343,376	311,601	23,731	-	335,332	
(p) Priority Projects	834,672	291,378	(15,326)	1,110,724	635,109	267,736	(62,681)	840,164	540,131	424,703	(130,162)	834,672	
(q) Community Infrastructure	-	309,000	-	309,000	-	309,000	-	309,000	-	-	-	-	
(r) Unspent Grants and Contributions	7,178,019	4,758,285	(7,178,019)	4,758,285	7,178,017	(7,178,017)	-	-	8,168,376	7,178,017	(8,168,374)	7,178,019	
	40,139,885	10,986,007	(12,548,535)	38,577,357	40,265,719	4,831,398	(19,311,950)	25,785,167	-	39,107,270	13,177,784	(12,145,169)	40,139,885

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
Restricted by council	
(a) Land Purchase and Development	Established to fund land improvement and sub-division development.
(b) Eastern Suburbs Water Pipeline	Established to provide funds to recycle waste water to recreation grounds. Funded by the proceeds from the sale of water to users.
(c) Jetty	Established to provide funds for maintenance and capital works of the main jetty at the Foreshore Headland. Funded from general purpose income and donations.
(d) Aerodrome	Established to fund future development and upgrades of airport facility. Funded by the annual surplus derived from operations of the airport.
(e) Off Street Parking	Established to provide funds for the future development of central business car parking in order to make provisions for future business expansion of the CBD. Funded by general purpose income and contributions.
(f) Sanitation (Rubbish Removal)	Established to fund the purchase of major sanitation equipment and for the future development of waste disposal facilities. Funded from the annual surplus derived from property rubbish disposal collection fees after expenses.
(g) Esperance Home Care Fundraising	Established for the purpose of holding the net proceeds of volunteer fundraising activities relating to the operation of Esperance Home Care.

**SHIRE OF ESPERANCE
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29. RESERVE ACCOUNTS (Continued)

(h) Plant Replacement	Established to minimise and if possible eliminate any need to rely upon loan finance or unreasonable rate increases to finance the acquisition of major plant items as per Council Policy. Funding is from general purpose income. Amounts allocated will be re-assessed annually in response to revision of the five year plant replacement program and the associated forward cost estimates.
(i) Building Maintenance	Established to hold unexpended funds from the Building Maintenance Program for the use of building maintenance and refurbishment of Council buildings.
(j) Employee Entitlements Long Service Leave	Established to fund a portion of future commitments for employee entitlements incurred as a result of employing staff and workers in relation to Long Service Leave.
(k) Governance and Workers Compensation	Established for the purpose of future workers compensation insurance costs under the performance based contribution scheme; or cyclical gross rental valuation cost for rating purposes; or unforeseen legal costs.
(l) EHC Asset Replacement	Established for the purpose of Esperance Home Care to hold annual depreciation reserved and surplus cash for the replacement of HACC and other externally funded assets in accordance with HACC guidelines.
(m) IT System and Process Development	Established to finance the acquisition and enhancement of information technology across the Shire. Ongoing appropriations from the Municipal Fund are provided as and when needed.
(n) Esperance Home Care Annual Leave	Established to fund future commitments for annual leave entitlements as a result of employing staff. Funded from external grant funding. Home Care Long Service Leave Reserve specific to Esperance Home Care.
(o) Esperance Home Care Long Service Leave	Established to fund future commitments for long service leave entitlements as a result of employing staff. Funded from external grant funding. Home Care Long Service Leave Reserve specific to Esperance Home Care.
(p) Priority Projects	Established to fund sufficient capacity to assist with the design, construction and operation of priority projects as determined by Council.
(q) Community Infrastructure	Established to provide for future funding of community infrastructure assets.
(r) Unspent Grants and Contributions	Established for the purpose of containing funds that are derived from unspent or prepaid grants and contributions from external parties.

**SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025**

30. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2024	Amounts Received	Amounts Paid	30 June 2025
	\$	\$	\$	\$
Contributions to Public Open Space	212,010	9,029	-	221,039
Other Deposits	1,679	10,457	-	12,136
General Bonds - Interest Bearing	484,970	280,675	-	765,645
	698,659	300,161	-	998,820

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

31. CORRECTION OF PRIOR PERIOD ERROR

On 30 June 2016, the Shire made the initial recognition of a make good provision for landfill relating to the Shire's waste facility, Wylie Bay. In 2024-25, the Shire carried out a full revaluation of the provision resulting in a material difference in value. During the revaluation it was discovered that the provision had historically been accounted for incorrectly. The Shire is now restating prior periods to reflect the relevant accounting methodology for make good provisions.

As this error was made in a reporting period prior to the comparative period, the Statement of Financial Position balances as at 01 July 2023 were restated as follows:

- Infrastructure increased by \$4,487,070 to record the full value of the landfill asset not previously recorded in the Shire's Statement of Financial Position. This increase to Infrastructure was as follows:
 - Infrastructure - other by \$5,245,815;
 - Accumulated depreciation on infrastructure - other by \$758,745.
- Other provisions were decreased by \$1,385,959.
- Retained surplus increased by \$5,873,029.

In addition, the Statement of Financial Position was still understated as at 30 June 2024, so this error resulted in the restatement of the following balances as at 30 June 2024:

- Infrastructure was increased by \$4,343,170 to record the full value of the landfill asset not previously recorded in the Shire's Statement of Financial Position. This increase to Infrastructure was as follows:
 - Infrastructure - other by \$5,245,815;
 - Accumulated depreciation on infrastructure - other by \$902,645 (\$143,900 for 2024 and \$758,745 for 2023).
- Other provisions decreased by \$1,484,187 (\$98,228 for 2024 and \$1,385,959 for 2023)
- Retained surplus increased by \$5,827,537.
- Materials and contracts expense decreased by \$242,657.
- Depreciation increased by \$143,900.
- Finance costs increased by \$144,429.
- Net result for the period decreased by \$45,672.

The changes in comparative figures have been reported as follows:

Statement of Financial Position (Extract)	30 June 2024	Increase/ (Decrease)	30 June 2024 (Restated)	30 June 2023	Increase/ (Decrease)	30 June 2023 (Restated)
	\$	\$	\$	\$	\$	\$
NON-CURRENT ASSETS						
Infrastructure	595,401,067	4,343,170	599,744,237	587,939,655	4,487,070	592,426,725
TOTAL NON-CURRENT ASSETS	703,655,036	4,343,170	707,998,206	696,128,003	4,487,070	700,615,073
TOTAL ASSETS	756,951,051	4,343,170	761,294,221	748,191,683	4,487,070	752,678,753
NON-CURRENT LIABILITIES						
Other Provisions	6,223,226	(1,484,187)	4,739,039	5,983,871	(1,385,959)	4,597,912
TOTAL NON-CURRENT LIABILITIES	8,267,769	(1,484,187)	6,783,582	8,388,170	(1,385,959)	7,002,211
TOTAL LIABILITIES	18,290,642	(1,484,187)	16,806,455	18,224,503	(1,385,959)	16,838,544
NET ASSETS	738,660,409	5,827,357	744,487,766	729,967,180	5,873,029	735,840,209
EQUITY						
Retained surplus	321,739,928	5,827,357	327,567,285	314,079,314	5,873,029	319,952,343
TOTAL EQUITY	738,660,409	5,827,357	744,487,766	729,967,180	5,873,029	735,840,209

SHIRE OF ESPERANCE
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

31. CORRECTION OF PRIOR PERIOD ERROR (Continued)

Statement of Comprehensive Income (Extract)	2024	Increase/ (Decrease)	2024 Restated
	\$	\$	\$
Material and Contracts	(12,980,360)	242,657	(12,737,703)
Depreciation	(22,658,326)	(143,900)	(22,802,226)
Finance Costs	(84,036)	(144,429)	(228,465)
Net Result for the Period	8,693,229	(45,672)	8,647,557
Statement of Changes in Equity (Extract)			
RETAINED SURPLUS			
Balance as at 30 June 2023	314,079,314	5,873,029	319,952,343
Net Result for the Period	8,693,229	(45,672)	8,647,557
Total comprehensive income for the period	8,693,229	(45,672)	8,647,557
Balance as at 30 June 2024	321,739,928	5,827,357	327,567,285
TOTAL EQUITY			
Balance as at 30 June 2023	729,967,180	5,873,029	735,840,209
Net Result for the Period	8,693,229	(45,672)	8,647,557
Total comprehensive income for the period	8,693,229	(45,672)	8,647,557
Balance as at 30 June 2024	738,660,409	5,827,357	744,487,766
Statement of Financial Activity (Extract)			
Material and Contracts	(12,980,360)	242,657	(12,737,703)
Depreciation	(22,658,326)	(143,900)	(22,802,226)
Finance Costs	(84,036)	(144,429)	(228,465)
Non cash amounts excluded from operating activities	22,378,654	45,672	22,424,326
Note 9 (a) - Infrastructure (Extract)			
INFRASTRUCTURE OTHER			
Balance at 30 June 2023	28,237,230	4,487,070	32,724,300
Depreciation	(894,656)	(143,900)	(1,038,556)
Balance at 30 June 2024	27,620,929	4,343,170	31,964,099
Gross balance at 30 June 2024	33,885,727	5,245,816	39,131,543
Accumulated depreciation at 30 June 2024	(6,264,798)	(902,646)	(7,167,444)
Balance at 30 June 2024	27,620,929	4,343,170	31,964,099
TOTAL INFRASTRUCTURE			
Balance at 30 June 2023	587,939,655	4,487,070	592,426,725
Depreciation	(17,750,543)	(143,900)	(17,894,443)
Balance at 30 June 2024	595,401,067	4,343,170	599,744,237
Gross balance at 30 June 2024	750,392,144	5,245,816	755,637,960
Accumulated depreciation at 30 June 2024	(154,991,077)	(902,646)	(155,893,723)
Balance at 30 June 2024	595,401,067	4,343,170	599,744,237
Note 16 - Other Provisions (Extract)			
Non-Current Provisions	6,223,226	(1,484,187)	4,739,039
Note 25 (b) - Function and Activity (Extract)			
Expenses - Community Amenities	(6,213,447)	(45,672)	(6,259,119)
Total expenses	(60,709,635)	(45,672)	(60,755,307)
Net result for the period	8,693,229	(45,672)	8,647,557
Note 27 (a) - Determination of Surplus or Deficit (Extract)			
Other Provisions	239,355	(98,228)	141,127
Depreciation	22,658,326	143,900	22,802,226
Non cash amounts excluded from operating activities	22,378,654	45,672	22,424,326

ATTACHMENT

SHIRE OF ESPERANCE

PERIOD OF AUDIT: 1 JULY 2024 TO 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Non-compliance with purchase order requirements	No		✓		✓
2. Error noted in accounting for employee benefits provision	No		✓		

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF ESPERANCE

PERIOD OF AUDIT: 1 JULY 2024 TO 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Non-compliance with purchase order requirements

Finding

Our sample controls testing of purchase transactions noted 1 instance out of a total of 5 transactions tested where purchase order requirements as per the Shire's purchasing policy were not met. Specifically, a purchase order was not raised prior to incurring expenditure.

This finding was also raised in the 2024 financial year.

Rating: Moderate (2024: Moderate)

Implication

Purchases made without prior authorised purchase orders increases the risk of unauthorised expenditure.

Recommendation

To help ensure purchases have been appropriately authorised, all authorised officers should be reminded of the need to ensure purchase orders are raised prior to the authorising of works/services or ordering goods. This will also help to ensure budget responsibility.

Management comment

The Shire of Esperance acknowledges the above finding and agrees. While every effort is made to ensure that Purchase Orders are raised before goods/services are provided, the human element of procurement means that there may be some instances where the process is missed.

Purchasing officers will be reminded of the requirement to raise a Purchase Order before ordering goods/services and finance will endeavour to ensure Purchase Orders for subscriptions are raised at the beginning of each year/subscription period.

Responsible person: Manager Financial Services
Completion date: 2 December 2025

ATTACHMENT

SHIRE OF ESPERANCE

PERIOD OF AUDIT: 1 JULY 2024 TO 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Errors noted in accounting for employee benefits provision

Finding

Our testing of employee benefits provision relating to annual leave and long service leave has identified 2 instances out of 9 where errors occurred in accounting for the balances. In both cases, manual reallocation and recalculation adjustments were initially made to correct leave entitlements; however, subsequent automated system processes attempted to adjust these balances again, resulting in duplicate entries and overstated provisions.

Specifically, one employee's annual leave balance was overstated by 145 hours, and another employee's long service leave was overstated by 49 hours due to these compounded adjustments.

Rating: Moderate

Implication

Errors arising from manual adjustments to employee benefits provisions that are not properly reviewed increase the risk of inaccurate and overstated liabilities.

Recommendation

To ensure employee benefits provisions are appropriately accounted for, all manual adjustments should be clearly documented and independently reviewed by the finance team prior to posting.

Management comment

The Shire of Esperance acknowledges the above finding and agrees. The ERP provider has been contacted, and the Shire are looking at ways to avoid this happening again in the future. Procedures will be updated, and regular manual balance checks will be put into place.

Responsible person: Manager Financial Services

Completion date: 2 December 2025

17. MATTERS BEHIND CLOSED DOORS

Nil

18. PUBLIC QUESTION TIME

Mr Szulc thanked the Shire President for assisting with the Munglinup Primary School end of year celebration. Cr Graham, after us speaking about the Helms arboretum conditions, I have been speaking with staff from DBCA relative to the firebreak out there and the problem they are having is removing the berm that was put there during the fire emergency a year ago. They can't continue with the fire break program until berm is removed and I'm not quite sure if the Shire is actually involved in doing that grader work there while the emergency was happening. Until that berm is removed by a grader or such type of machinery, they need to go and do their fire breaks which as you a fire brigade man and myself know they need to do that every year, thank you.

The Shire President thanked Mr Szulc for his statements.

The Shire President made the following statement:

Thank you to all the Councillors for your efforts throughout 2025. It's been an enjoyable ride for the past 12 months and welcome to the new Councillors, I look forward to continuing to move on and have some different ideas and different views around the table. To those that have returned, congratulations, well done and we look forward to a wonderful 2026.

To the Executive staff thank you very much for your assistance and support that we've received throughout this year, from briefings through to the information that's been coming back and forward. Every time we ask questions, we've always got great answers and the information has been fantastic and assisted us in being able to do our role easier.

To the administration staff thank you for all the work that you have done, I know it takes a bit to look after some of us. Thank you very much everyone for the talk around and the compassion that you bring to the table and the items, and for the varied areas that you cover off. I look forward to a wonderful 2026 and I hope you all have a great Christmas and New Year, sit back relax, catch up with family and friends and enjoy your time.

19. CLOSURE

The President declared the meeting closed at 5:06pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____